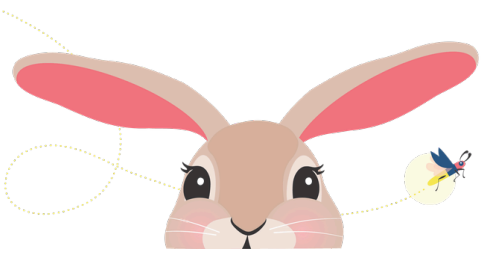
Wrapping Up Checklist

Final payments are due to your service unit's PPC or council by April 2, 2027. Please coordinate with your PPC to make your final payments and turn in your troop's paperwork.



- Make sure you have no cookies remaining in your troop inventory. All cookies should be sold or donated at the end of the sale. To see your troop's remaining inventory, run the Troop On Hand Inventory Report in ABC (filter unit of measure for packages).
- Transfer all cookies from your troop inventory to Girl Scouts in your troop.
- Collect final payments from all Girl Scouts in your troop. To find out what each person owes, run the Girl Balance Summary Report in ABC.
- Complete the Recognition order from your troop.
  - Confirm recognition item selections have been made. There is a rewards item report in Digital Cookie that will tell you what choices Girl Scouts in your troops have made for levels where a choice is an option.
  - If no selection is made, council will select the first option available.
  - If your troop is opting out of rewards to receive extra proceeds, you will still need to transfer cookies to all of your Girl Scouts and complete a recognition order so they will receive their earned patches.
- Run your troop's Troop Balance Summary or Troop Balance Summary Snapshot report from ABC.
  - The bottom of the report will say Balance and list the remainder that your troop owes to council. This amount will already have your troop's proceeds and any previous payments subtracted from it.
  - Your troop's proceeds are calculated based on the Average Packages Sold Per Girl Registered.
  - If your troop has opted into Older Girl Proceeds, these will be included in the proceeds on your report.
- Use your Troop Balance Summary to help determine what your troop owes to council. There are multiple ways to pay your balance:
  - Submit your payment electronically through our ePayment system. Print or email a copy of your confirmation to your PPC.
  - Write a check from your troop account to GSSNE. Turn in the check with a completed payment form to your PPC.
  - Deposit money directly into a GSSNE account at a Citizens Bank branch using one of our deposit slips. Turn in a payment form and the receipt from your deposit to your PPC.
  - Hand in cash and checks to your PPC with a completed payment form.
- Recognition itmes will be shipped to your PPC in May or June. As soon as you receive them you should distribute them to your troop. To find out who gets what, run the Recognition Order Summary by Girl report in ABC.