

WRAPPING UP THE PROGRAM CHECKLIST

Final payments are due to your service unit's Product Program Coordinator or council by **Monday, March 27, 2023**. 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 cupboard/inventory. All cookies should be sold or donated by the end of the sale. To see your troop's remaining inventory, pull a *Troop on Hand Inventory* report by going to *Reports* then *Inventory & Delivery*. Please note: your troop is responsible for paying for any donated cookies.
- Transfer all cookies from your troop cupboard in ABC Smart Cookies to the Girl Scouts in your troop.
- Collect final payments from all Girl Scouts in your troop. To find out what each person owes, visit ABC Smart Cookies, go to *Reports*, then *Finance*, and pull a *Girl Balance Summary* report.
- Complete the recognition order for your troop.
 1. Confirm the recognition items that your troop will be receiving. Please note that if a Girl Scout reaches certain sales level, they will have a choice between multiple recognition options or t-shirt/sweatshirt sizes. Please have parents/caregivers choose their Girl Scout option on the parent permission form at the beginning of the cookie season and save them until the end of the sale for recognition order verification.
 2. If recognition item isn't chosen by a Girl Scout in ABC, council will select the first item.
 3. If your troop is selecting to opt out of recognitions to receive older girl proceeds, you will still need to transfer cookies to the members who sold in the troop and complete a recognition order so they will receive their earned patches. To receive older girl proceeds, you will need to select the older girl proceeds option in ABC Smart Cookies and turn in an Older Girl Form with the rest of your paperwork for each person in the troop or have completed one online.
- Print your troop's *Troop Balance Summary* report from ABC Smart Cookies.
 1. To find this report, go to *Reports*, then *Finance*.
 2. 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 (including proceeds from online sales) and any previous payments or payments from online sales subtracted from it.
 3. Your troops proceeds are calculated based on the *Average Packages Sold Per Girl Registered*
 4. If your troop is opting for Older Girl Proceeds, these will be distributed to your troop by council in the form of a separate check after final payments have been made and processed.
- Use your *Troop Balance Summary* to help you determine what your troop owes council. There are multiple ways of paying your troop's balance to council:
 1. Submit your payment as an ACH deposit through our ePayment system. Print or email a copy of your confirmation email and turn in to your PPC.
 2. Write a check from your troop account to GSSNE. Turn in your troop check with a completed payment form to your PPC.
 3. Deposit money directly into the GSSNE account at a Citizens Bank branch by using one of the GSSNE deposit slips. GSSNE deposit slips can be obtained from your PPC or from council. Turn in a payment form and a copy of the deposit receipt from the bank to your PPC.
 4. Hand in cash, checks to your PPC with a completed payment form.
- Recognition items and patches will be shipped to your service unit's Product Program Coordinator in May or June and will be distributed to you upon arrival. **Distribute recognitions to your troop as soon as you receive them.** To find out who earned which recognition items and patches, visit ABC Smart Cookies, go to *Reports*, then *Rewards*, and pull a *Recognition Order Summary by Girl* report.