

Cookie Sale 2012 Quick Tips: Payments

- **A troop should never pay an individual girl's debt.**
- **Do not wait until the deadline to deposit cookie money even if you have an individual girl who has not paid.**
- **Do not accept personal checks at Booth Sales**
- **Deposit Slips: MAKE SURE YOU ARE USING COOKIE DEPOSIT SLIPS ONLY- NOT MEMBERSHIP DEPOSIT SLIPS OR GENERIC BANK SLIPS.**

DEPOSIT TICKET
Please use all items and properly endorse. Use all checks separately.
FOR CLEAR COPY, PRESS FIRMLY WITH BALL POINT PEN.
PRODUCT 00017

DATE	CURRENCY	COIN	CHECKS	AMOUNTS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	\$

GIRL SCOUTS OF EASTERN MASSACHUSETTS
COOKIE ACCOUNT
95 BERKELEY STREET
BOSTON, MA 02116
(617) 482-1078

CITIZENS BANK MASSACHUSETTS

14203
5-7017-2110
Must have Deposit Slip #

Must say "Cookie Account"

Must say "Citizens Bank"

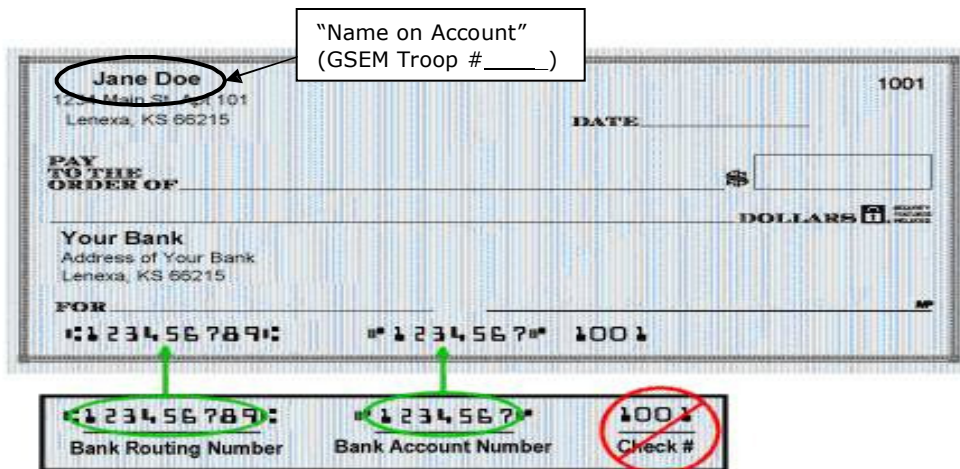
- **Town Delivery Payments: troop checks and money orders can be dropped off to any council office.**
- **We recommend that each troop set up a deadline for payment prior to the March 9 date in order to reduce level of stress and potential delinquencies.**

Every troop should have a bank account to manage their money. GSEM has guidelines for establishing, using and dissolving troop treasuries. To learn about setting up a troop bank account, go to the resource library on www.girlscoutseasternmass.org and look under Troop Management – Troop Bank Account Guidelines & Tips.

TOWNDELIVERY:

- **DirectDebit**, a two-step process consisting of entering troop banking information (routing #, account #, and the "Name on the Account" – usually in the format of "GSEM Troop # _____) and then authorizing the cookie payment in the QuickBase cookie database. **A Direct Debit authorization gives GSEM permission** to transfer funds from the troop bank account to the council account. Troop Cookie Advisors should add banking information at the start of the sale so that it can be verified and must make their troop's authorization no later than the **March 9 payment deadline**.

Where to find Banking Information on a Troop Check:



- MoneyOrders purchased at the troop's bank and delivered to our council offices by the **March 9 deadline**.
- TroopChecks must be payable to GSEM and have a Troop Number on them.
- **Personal checks are never accepted by GSEM.**
- Debits do not withdraw funds immediately.

COOKIECUPBOARDS

- Payments for cupboard cookies must be made to that cupboard within 10 days of pick up, along with the returns; cupboard cookies are not paid by Direct Debit. Troops who sell out may mail in the payment.
- Deposit correct dollar amount into bank using the 2 part cookie account deposit slips. Make sure the bank teller validates each copy. These slips are your proof of payment, so your troop will not be cleared for more cupboard transactions until you bring in or mail in your slip. **No credit will be given to troops who cannot provide proof of their deposit!**
- Sign a new receipt indicating your returns and payment. Receive a copy for your records. Your signed receipt is your proof of payment.
- **March 9** is the final day to make exchanges; it is also the deadline to return and pay all cookies.
- If you do not live in a community with a Citizen's Bank branch, you may pay by money order or troop check. Make check out to Girl Scouts of Eastern Massachusetts. **Personal checks not accepted.**
- **The Council Cupboard staff will pursue late cupboard payments.**

Procedure for Collection of Outstanding Balances

If a girl/family has not made payment for cookies they have received, fill out a Delinquent Account Form and submit it to a council office with copies of signed receipts for cookies taken. The deadline for this is Friday, March 23, 2012. Again, troops should never pay a girl's debt.

FOR MORE DETAILED INFORMATION REFER TO YOUR COOKIE BOOK, contact your SU Cookie Manager or go to www.girlscoutseasternmass.org.

