

# **Money Handling Procedures**

## **Troop Monies**

**All troops must turn in a VOIDED troop check and fill out the Automatic Clearing House (ACH) Debit Authorization form to Council in order to receive their troop packet.** ACH is a nationwide electronic funds transfer network which enables banks to distribute electronic charges (debits) to bank accounts and to settle such entries.

The Product Sales Department will have a print-out of troops who already have their bank account information on file. **An ACH form still needs to be signed agreeing to the dates and terms.** In the “VOID” check space, the troop leader can indicate that the council has that current troop account information on file, but must be verified by council. Your troop will not be able to participate in the Fall Program unless these forms have been turned in.

**Each troop is required to make their deposits into their troop bank account. NEVER leave money unattended in the car or anywhere else.** The troop is financially responsible for all product they receive whether it is sold or not. Returns of unsold product will not be accepted or exchanged.

You will verify the amounts in smart cookies under reports, it will state how much your troop sold in total, how much is due to council, and how much is troop profit. **All money is to be deposited into your troop bank account for three ACH's that will be conducted by GSESC.** Troop Product Manager is required to email the Discrepancy/NSF Report to [aggiereyes@girlscoutsesc.org](mailto:aggiereyes@girlscoutsesc.org), IF there are any discrepancies (delinquent girls or Non-Sufficient Funds (NSF) checks).

If there are any delinquencies and/or NSF checks, you need to indicate that on the Delinquency/NSF Report. If a troop doesn't turn in that form by March 22, 2022, the council will withdraw the entire amount due to council; NSF or Delinquent amounts will not be deducted. **The troop will be responsible for those amounts.**

If your troop receives any NSF checks, troops will forward the original or legal copy to the council within 7 days of return for collections. The council will also collect bank fees up to \$25. A bank statement or report showing how much your troop bank account was charged for the NSF needs to be with the NSF in order to be collected. You will need to turn this information in with Delinquency/NSF Report on March 22, 2022. This is the only way the council can process the NSF and bank fees. Your troop will not be responsible for these amounts as long as the appropriate paperwork is turned into the council and the NSF check is a council approved check.

If you have any delinquencies they **MUST** be turned in by March 22, 2022 via email to [aggiereyes@girlscoutsesc.org](mailto:aggiereyes@girlscoutsesc.org). You need to submit the girl signed permission slip, signed receipts, and Delinquency/NSF Report. You will list the amounts on the Delinquency/NSF Report in order for the delinquency to not be taken from the troop account.

**DO NOT TAKE MONEY FROM TROOP PROFIT TO PAY FOR A GIRL'S DELINQUENCY. COUNCIL WILL NOT BE ABLE TO HELP COLLECT DEBTS PAID IN THIS MANNER.**