



Girl Scout Cookie Program

GTC

Girl/Parent – Troop Collection Report

Girl Scouts Heart of Central California | 6601 Elvas Avenue Sacramento, CA 95819 | www.girlscoutshcc.org

To be used by Troop Cookie Managers when a girl/parent owes cookie money to the troop, OR by the Service Unit Cookie Manager when a troop owes cookie money to GSHCC.

Section 1 – To be completed and turned in with Service Unit Sales Report from E Council.

Date _____ This is a (check only one) Girl/Parent Delinquency Troop Delinquency

Person making report: _____ Day phone _____ Evening phone _____

Troop # _____ Service Unit _____

Troop Cookie Manager _____

Day Phone _____ Evening phone _____

Address _____ City _____ Zip _____

Troop Leader _____ Phone _____

Section 2 – For girl/parent delinquency only (to be completed by the Troop Cookie Manager)

Girl's name: **Jane Doe**

Parent/Guardian: **Sally Doe**

Day phone: **916-555-1234**

Address: **123 Main Street**

Total # pkgs checked out by girl: **117**

Evening phone: **916-555-5678**

City: **Anywhere** Zip: **95900**

x \$4.00 = (A) **\$468.00**

(B) **\$0.00**

(C) **\$468.00**

Total amount due troop

Less amount paid to troop

Balance due troop (=A-B)

The balance due (C) should be owed to the council so the troop is not out any funds. Example below is from E Council Service Unit Sales Report for a girl who owes troop \$468.00 (we have deleted some columns to fit page) Balance due and Unpaid Girls Amount should be equal.

SU	Troop ID	Total Boxes	Amount Due	Troop Proceeds	Amount Deposited	Balance Due	Unpaid Girls Amount
1	999	4913	\$19,652.00	\$2,947.80	\$16,236.20	\$468.00	\$468.00

Section 3 – For troop delinquency only (to be completed by the Service Unit Cookie Manager)

Total # pkgs troop received _____ x \$3.40 = (D) \$ _____ amount due GSHCC

(E) \$ _____ less amount paid to GSHCC

\$ _____ balance due GSHCC (=D-E)

Section 4 – Attach following documents to Collection Report

- Record of dates & comments when attempting to collect outstanding debt
- Parent Permission and Responsibility Form/ Cookie and Money receipt – G3