

BANKING PROCEDURES

- In compliance with council policy, all participating troops **must** have a troop checking account for depositing troop profits.
- **Bank deposits:**

Council payment is \$3.40 per box. Use **only** pre-printed deposited slips provided by your Service Unit Cookie Manager. These deposit slips are printed with troops' service unit's number on them. If a troop needs additional slips, contact your Service Unit Cookie Manager. Please **do not** use counter deposit slips. The council uses these banks with the following account numbers:

 - US Bank 153455037694**
 - West America Bank 2350502171**
 - El Dorado Bank 0043141266**

Check with your Service Unit to determine to which bank you are assigned.
- Stamp the back of each check with the council account number for the bank to which your service unit is assigned. Troops are able to purchase bank deposit stamps at the Girl Scout Shop or at your leader's meetings for \$3.00 (price includes tax).
- It is recommended that all deposits be made by the troop cookie manager or troop leader only.
- At the bank, have all three copies of the deposit slips validated at the teller window. Validated deposit slips are the only way the Girl Scout council will consider the troop's Girl Scout Cookie bill to be paid in full.
- No night deposits or drop box deposits; all deposit slips must be validated by the bank.
- Deposit Frequently! Troops also need to remember to input all deposits into E Council.
- The troop profit is \$.60 per box - this amount is deposited into your troop account **after** the troop has fully paid the total amount due to the council.
- Distribution of slips is as follows:
 - ▶ White – goes to the bank
 - ▶ Yellow – is for the council record. Troops will attach it to their report and turn it in to the Service Unit Cookie Manager.
 - ▶ Blue – stays with troops for their records
- **Counterfeit Money**

Troops also need to be aware of counterfeit money when accepting cash from customers. Please do not accept anything greater than a \$20 bill from unknown customers. GSHCC is unable to reimburse troops for any counterfeit bills that are accepted unless a police report is filed.
- **Stolen Money**

If money or Girl Scout Cookies are stolen, a police report **MUST** be filed. A copy of the report must be turned in with final paperwork to clear the troop of responsibility for stolen money or product. If a report is filed, the troop will be reimbursed.
- **Errors on Deposit Slips**
 - After a deposit is made, do **NOT** change the document if an error is discovered. Attach a note to the deposit slip with an explanation of what the correct dollar amount should be. The bank mails adjustments on deposit errors directly to GSHCC.
 - Troop Cookie Managers or troop leaders may be notified as long as three months after the Girl Scout Cookie Program end date of a problem with a deposit.
 - If the troop underpays, it is the troop's responsibility to make additional payments until the account is paid in full. If the problem is not resolved, the troop will not be able to participate in future GSHCC events and programs.
 - If a troop overpays, a refund will be given in May after all reconciliations have been completed.