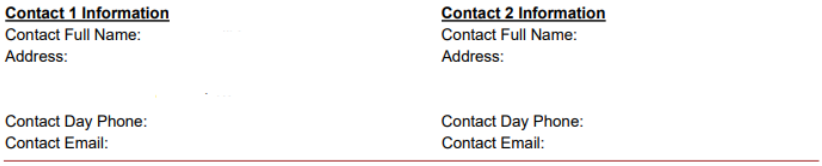
girl scouts
heart of central
california

Troop Balance Summary Report

Reviewing your Troop Balance Summary report is an important step, especially when it comes to wrapping up the cookie program. Please remember to save a copy for your records.

1. Log in to Smart Cookies (www.abcsmartcookies.com).
2. Go to **Reports**; click **Current**.
3. Select **Summary Reports** from Report Categories.
4. Select **Troop Balance Summary** and click **Go to Report**.
5. You can change **Unit of Measure** to show you the report in packages or a mix of cases/packages (for example, 12/5 would indicate 12 full cases + 5 additional packages). Click **View Report**.
6. The report is separated into the sections listed below.

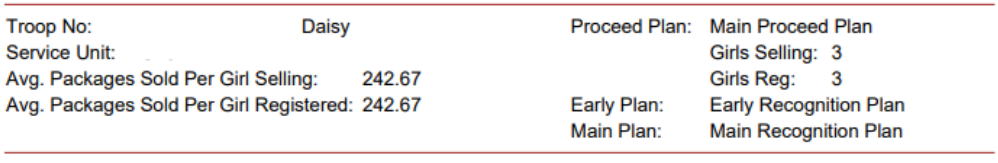
Section 1: Contact Information



Contact 1 Information	Contact 2 Information
Contact Full Name:	Contact Full Name:
Address:	Address:
Contact Day Phone:	Contact Day Phone:
Contact Email:	Contact Email:

This section shows you the cookie manager information uploaded to Smart Cookies. If there are two cookie managers uploaded, contact 1 will be the person who receives Troop Treasure, if earned. Verify Contact 1's information is correct if your troop has earned Troop Treasure.

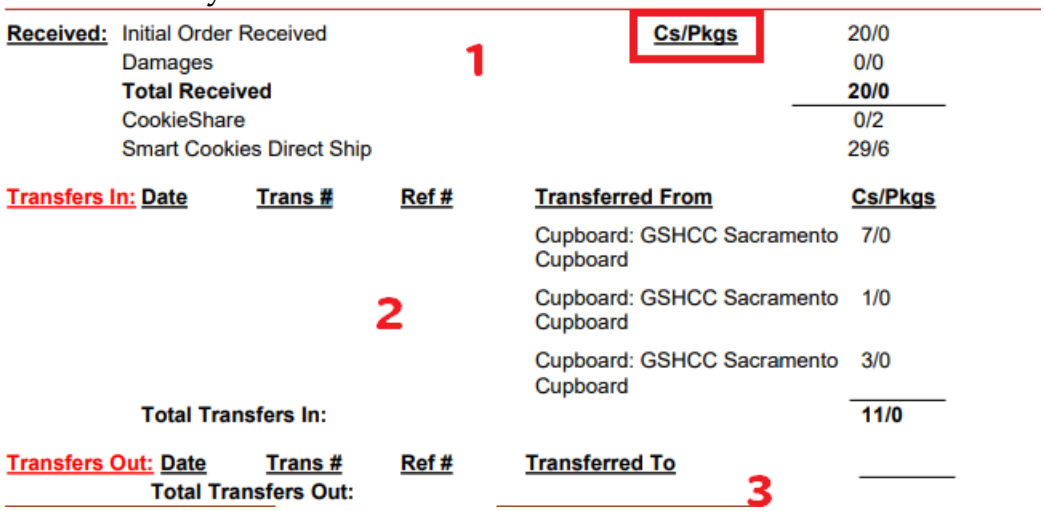
Section 2: Troop Information



Troop No:	Daisy	Proceed Plan:	Main Proceed Plan
Service Unit:			Girls Selling: 3
Avg. Packages Sold Per Girl Selling:	242.67		Girls Reg: 3
Avg. Packages Sold Per Girl Registered:	242.67	Early Plan:	Early Recognition Plan
		Main Plan:	Main Recognition Plan

This section shows your troop number, troop level, service unit, proceed plan, per girl average (PGA), girls selling, girls registered, and recognition plan. Remember that Troop Treasure is calculated on the PGA for girls **selling**. Review our **Troop Recognition Order** Just in Time training for more information.

Section 3: Inventory



Received (1): This section shows your Initial Order, Cookie Share donations, and Direct Ship orders. This will also show which unit of measurement you pulled the report in.
Transfers In (2): This section will show any inventory received at Cupboards (Cupboard to troop transfers) or from other troops (troop to troop transfers).
Transfers Out: This section will show any inventory your troop transferred to other troops.



You will also see a section that totals your inventory. You will see total cases and packages. Remember that there are 12 packages in every case. If you had partial cases from Troop to Troop transfers, partial cases were transferred out, or from Direct Ship, the cases would be rounded up. In this example, total cases equal 61 which would equal 732 packages. You will see this troop only sold 728 packages. This is due to rounding and financials are based on the package section.
Example: 20 cases Initial Order + 11 cases Cupboard transfers + 29 cases Direct Ship = 60 cases x 12 packages per case = 720 packages + 6 extra Direct Ship packages + 2 Cookie Share donations = 728 total packages. This is equal to the 690 total packages sold + 38 gluten free packages sold.

Section 4: Sales Amounts

Sales Amounts	Troop $$	$728.00
	Council $$	$4368.00
	Total Sales $$	**$5096.00**

This shows your Troop proceeds, amount due to council, and your total sales. This will balance with your inventory from section 3.

Example: Troop A sold 38 gluten free packages and 690 packages in all other varieties. 38 x $7 = $266, 690 x $7 = $3450, $4830 + $266 = $5096 total sales. This troop is on the Main Proceed Plan shown in section two, so they earn the standard $1.00/package. 728 total packages sold x 1.00 = $728.00 in troop proceeds.

Section 5: Finances

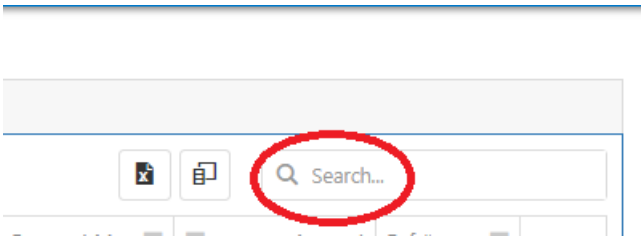
Finances:

Date	Trans #	Ref #	Bank Name	Type	Amount
			Girl Delivery Credit Card	ACH Deposit	$5.00
			Smart Cookies Direct	Direct Ship Direct Deposit	$35.00
2021-01-28			Pre-Authorization	ACH Deposit	($0.01)
2021-02-03			ACH Returned Payment	ACH Deposit	$0.01
2021-03-04			ACH Withdrawal	ACH Deposit	$31.78

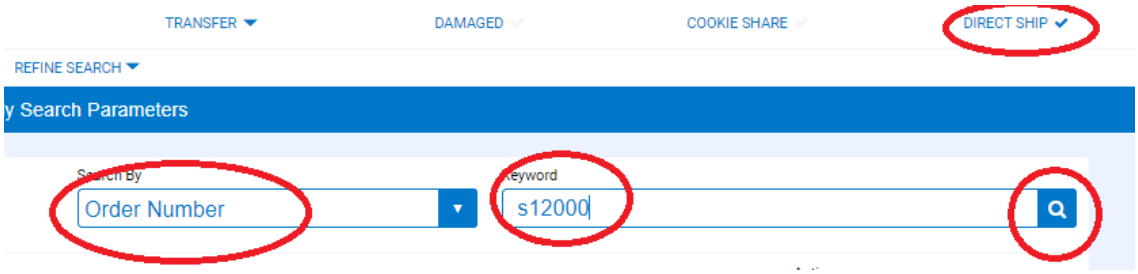
This section shows all payments. You will see different transaction types listed as **Bank Name**.

Girl Delivery Credit Card: Payments for pre-paid Girl Delivery. Work with families to ensure all pre-paid Girl Delivery orders were delivered and that the inventory was transferred to girls.

Tip: You can search by Ref # under **Girl Transactions** if you are unsure which girl took the order.

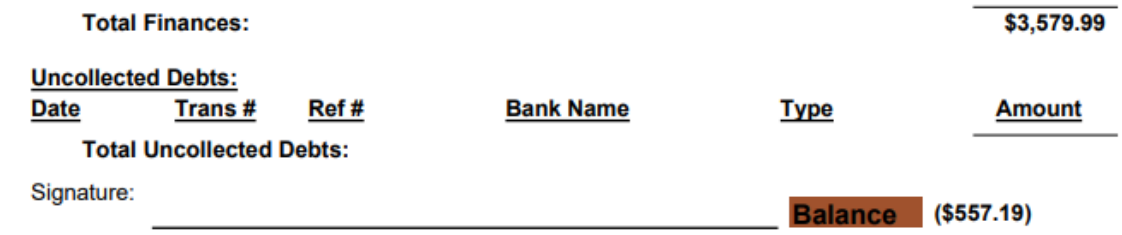


Smart Cookies Direct Ship: Direct Ship orders. No action needed for these. Orders were paid for by customers and shipped by ABC.
Tip: You can search by Ref# under **Manage Orders** if you are unsure which girl took the order.



Pre-Authorization: GSHCC's pre-authorization to verify banking information submitted. One cent was deposited to your account. Deposits are indicated as negative balances in parenthesis.
ACH Returned Payment: Your ACH was returned. These will be indicated as negative balances in parenthesis. If your pre-authorization was returned, it will be a positive balance as GSHCC was not able to deposit the amount.
ACH Withdrawal: Your balance withdrawn via ACH.
ACH Refund: If your troop sold primarily online and is due a refund, GSHCC will deposit your funds on the final ACH withdrawal date. These deposits will be indicated in parenthesis.
Booth Payment Credit Card: Credit card payments received from customers during cookie booth sales. Ensure these sales are credited to girls by assigning packages through the Smart Booth Divider in Smart Cookies.
Collections: If your troop submits a Cookie Collection Report, your troop will be credited in the amount submitted. GSHCC will work with caregivers to receive payment directly. This ensures your troop has access to all proceeds while GSHCC works to collect funds.

Section 6: Troop Balance Due



The bottom of the Troop Balance Summar will show your troop's balance due.
Total Finances: This shows all money collected online and via ACH.
Balance: This is your balance due. Negative balances will be shown in parenthesis. This means GSHCC will issue you a refund via ACH.
Example 1: Troop A sold 1,000 packages so they owed $6,000. They collected all payments online for a total of $7,000. This means GSHCC owes them a refund of $1,000. The refund will be issued on the final scheduled ACH date.
Example 2: The example below shows a troop who owes a balance. This amount will be withdrawn from their troop account via ACH.



After the final ACH withdrawal, ensure your troop balance shows zero. This means all funds have been allocated appropriately to/from your troop. Save a copy for your records. Troops lose access to Smart Cookies after the cookie program wraps up and you will no longer be able to access this information until the following year.

If your troop has a balance due, GSHCC will follow collection steps with the cookie manager. Cookie managers in troop's with a balance due and are sent to collections will be removed from their role and will not be able to hold financial roles for one year after their balance has been cleared. Please note this is only for outstanding balances at the troop level, and not collections submitted from individual families.