

# Financial Responsibility

The Girl Scout Cookie Program is designed to be a positive learning experience for girls and adults, and to be in keeping with their responsibility toward the Girl Scout Law, including “to be honest and fair.” Signing for cookies is accepting financial responsibility for them. Upon signing for cookies, you are expected to pay for all of them. Caregivers of Girl Scouts and volunteers handling funds and cookies are legally and morally accountable for submitting all money from the sale of cookies as well as donations received.

## Best Practices

- The original form of payment that the Girl Scout receives is what should be turned in to the troop. The family should not keep cash and submit a different form of payment to the troop.
- Collect money from families on a regular basis.
- When money is turned in to the troop, both the family and the troop cookie manager should count and verify the money.
- There should be a receipt written and signed by both adults.
  - Troop keeps the original receipt
  - Family receives the copy
- Enter a matching transaction for the Girl Scout in eBudde™.
- The troop should promptly deposit money in the troop account.
- For your safety, do not hold large amounts of troop money.

## Unpaid Funds

If the troop is unable to collect money from families, notify your SUCC and council. Council covers loss up to seven cases per family.

1. Submit form #306 by April 15 and include:
  - a. Signed receipts.
  - b. Copy of form #260.
2. Records in eBudde should match the submitted receipts.
3. Girl Scout rewards and CPC are held by the service unit or troop.
4. Council reaches out to the family for payment.
5. If council is unable to collect payment, the information is turned over to a collection agency.
6. Council will settle with the troop for up to the approved limit and notify them of what to expect.
7. The family must cover their debt before the Girl Scout can fully participate in future product program sales.