☐ Parent/Guardian Debt
☐ Troop Debt

girl scouts of texas oklahoma plains

Troop # _____
SU # _____
Date: _____

# Cookie Sale
# Outstanding Balance Report

*To be used by Troop Cookie Chair when a girl/parent owes Cookie Sale money to the troop OR by the Service Unit Cookie Chair when a troop owes Cookie Sale money to the council.*

1) Submit a separate form for each girl/parent/guardian or troop who has any amount unpaid.
2) Complete all information, including the amount which was originally owed and any amount paid.
3) Attach all receipts and parent permission slip(s).
4) Submit with final paperwork to council.

****The troop should not pay any amount of money that has not been collected****

Person making report _____ Phone# _____
Leader _____ Phone# _____
Troop Cookie Chair _____ Phone# _____

Name of the Girl Scout with money still due: _____
Parent/Guardian Name: _____
Address: _____
City/Zip: _____ Email Address: _____
Day phone: _____ Cell phone: _____

Total # of packages received:
$3.50 each x _____ = $_____ Total amount due for Cookies received
$_____ Less amount paid to Troop/Council
$_____ Balance due to Troop/Council

Of the balance due: $_____ is Troop funds
$_____ is Council funds

**Contact made by: Troop or SU Cookie Chair or Staff:**

| Date | Type of contact (phone, email) | Notes |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

**Briefly state why the money has not been paid in full:** _____

_____

_____

**ATTACH ALL SIGNED RECEIPTS & PARENT PERMISSION SLIP(S) HERE**

White – Council Copy Yellow – Service Unit Copy Pink – Troop Copy