

- Parent/Guardian Debt
- Troop Debt



Troop # \_\_\_\_\_  
 SU # \_\_\_\_\_  
 Date: \_\_\_\_\_

## 2023 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) For Girl OB: Attach all original receipts, Girl Balance Summary report from Smart Cookies, and Parent Permission Agreement(s).

For Troop OB: Attach signed TCC Agreement, Troop Balance Summary Report from Smart Cookies and Cookie Receipts for cookie pickups from Initial Order and cupboard pick-ups.

- 4) Submit with final paperwork to council.

**\*\*Troop should not pay any amount of money that has not been collected from a parent.**

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:  
 \$5.00 each x \_\_\_\_\_ = \$ \_\_\_\_\_  
 \$6.00 each x \_\_\_\_\_ = \$ \_\_\_\_\_  
 \$ \_\_\_\_\_ Total amount due for Cookies received.  
 -\$ \_\_\_\_\_ Less payments made  
 \_\_\_\_\_ BALANCE OUTSTANDING  
 \$ \_\_\_\_\_ Balance due to Council

The troop proceeds should be withheld for all girls participating in the cookie sale PRIOR to final payment being made to council.

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**