

- Parent/Guardian Debt
- Troop Debt



Troop # _____
 SU # _____
 Date: _____

2024 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:
 \$6.00 each x _____ = \$ _____
 \$7.00 each x _____ = \$ _____
 \$ _____ Total amount due for Cookies received.
 -\$ _____ Less payments made
 _____ BALANCE OUTSTANDING

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