



VERY IMPORTANT COOKIE SALES INFORMATION – PLEASE READ

Effective January 1, 2012, Council's product sales bank accounts will be closed.

These accounts are held at:

Merchants Savings Bank ending acct# 5667

Citizens Bank ending acct# 6759

People's United Bank ending acct# 9425

Why is Council closing these accounts?

Closing these accounts will help troop leaders in two ways.

- First, you will deposit all monies into your own troop bank account at your own bank. That means less running around.
- Second, you will not need to send deposit slips to the Council office, saves you time and postage.

Where do I deposit my troop's cookie money if these accounts are closed?

Troops are to deposit all of their cookie money into their troop bank account. This should be done as soon as possible and as often as possible. Please do not hold on to checks or cash. Please enter your deposits into E-Budde as soon as the deposit has been made.(see page 29 of the Troop Cookie Manual 2012.

How will my troop pay Council's portion after the product sales accounts are closed?

Council will do what is called an ACH sweep. This will transfer money from your troop bank account to Council's account. This is done electronically.

When will the ACH take place?

Here are the important dates: There will be three ACH sweeps.

- The first sweep is scheduled for February 28th.
- The second sweep will occur on March 15th.
- A third sweep will occur on April 6th.

What happens if the troop receives a notification from the bank that a check has bounced against the troop's bank account?

If this happens, it is up to the troop to collect the money due from the person who wrote the check. GSGWM will reimburse the troop for the bank fees only, not the face value of the check.

The procedure to request reimbursement is as follows:

Within ten (10) business days of receipt of the bank notice, please mail the bank notice along with the original bank envelope it was mailed in to the attention of the Finance Department in Bedford, NH.

- Do not drop it off at any GSGWM office, (with the exception of the Bedford Office) or give it to a GSGWM staff member.
- To be reimbursed the request has to be postmarked (again, you have 10 business days to send this to the Bedford office).
- We will process the reimbursement within two (2) weeks of the date received in Bedford.
- Reimbursement of bank fees will be in effect until April 30, 2012, after which no reimbursement requests will be accepted.

How can your troop reduce the impact of bad checks?

- Only accept checks from people you know and make sure it has a pre-printed address and phone number.
- Accept only cash or money orders from people who have previously given the troop bad checks.
- Communicate the new procedures to the parents of your Girl Scouts. Make sure they understand how a bad check will impact the troop's finances and the troop's activities, and that parents who give the troop bad checks will be required to pay using cash or money orders.
- We encourage you to use credit card swipers during Cookie Booth Sales. This will lessen the number of checks processed and be more efficient.

Please do not send any money to Council for the cookie sale. All payments to Council will go through ACH sweep. If you do not have a troop bank account, then you will have to open one; if you need assistance please call your Community Accounting Coordinator. If your Community does not have a Community Accounting Coordinator call Council Finance, 603-627-4158.

If your troop has not submitted a Troop Bank Account Form to your Community Accounting Coordinator, *please do so today*. If your community does not have a Community Accounting Coordinator please submit to Council Finance. This form is located on our website: Volunteer> Forms> Money. Very important- attach a blank check with the word "void" on the check.

Note - This affects the COOKIES SALES ONLY. All of the monies owed to Council from the Fall Product Sales should be deposited into the product sales accounts by the end of sales on December 19th. Remember – the product sales accounts will be closed on January 1, 2012.

We understand this is a big change for all, we know we can count on all of you to make this new process a success. We thank you for your cooperation.

Girl Scouts of the Green and White Mountains

PO Box 10832, Bedford, NH 03110-0832 | 888.474.9686 | girlscoutsgwm.org