

ACH Sweeps & Additional Finance Info

✓ YES, ACH Sweep—

Troop Bank Account **with**
ACH Authorization Form on file with
Finance dept. by **Thurs., Jan. 12**

- ✓ Deposit 100% of money into **TROOP bank acct.**
- ✓ Keep troop proceeds in **TROOP bank acct.**

✗ NO, ACH Sweep—

IRG **OR** troop bank account **without** ACH Auth. on
file with Finance dept. by **Thurs., Jan. 12**

- ✓ Complete Agreement to Deposit online form
- ✓ Deposit 100% of money into **GSSWT bank acct.**
AND following ACH sweep % and due dates
- ✓ **DO NOT** deposit checks into council account

What do I need to use my troop bank account?

- ✓ Council-approved troop bank account in good standing
- ✓ Current ACH Authorization form—if signer change, new form **MUST** be submitted
- ✓ Submitted a **COMPLETE** June 2022 AND December 2022 finance reports

What about payments made on Digital Cookie?

A portion of Digital Cookie payments **ARE** automatically calculated into all 3 sweep amounts. To determine ACH sweep amounts PPD calculate ACH sweep % (i.e., 35%, 30%, etc.) of the “Amount You Owe Council” which will include a percentage of your Digital Cookie payments. *We DO NOT directly subtract Digital Cookie payments from your sweep amount!*

Breakdown
of how
to calculate
ACH sweep on
G2eB p. 34!

What if troop doesn't have full “ACH Sweep” amount?

If amount NOT available in bank acct by sweep date, troop **MUST** submit **ACH Adjustment Form** by specified date:

- Provide adjusted amount that **can** be swept; *remaining balances from adjs. moved to next sweep.*
- **Troops submitting ACH Adjustment Form for 1st or 2nd sweep NOT allowed to pick up reorders until adjusted amount has been paid** (either to GSSWT Shop with receipt or after next sweep *without* ACH Adj. submitted).
- *If troop didn't submit ACH Adj. and there are insufficient funds, troop will be **CHARGED SERVICE FEE**.*

When will the ACH Sweep be listed in eBudde?

Successful ACH sweep payments will be entered once processed and confirmed by Finance department. This may take up to 5-9 business days and may be entered one day before next ACH sweep. ACH sweeps are listed in “Payments” and “Sales Reports” tabs in eBudde.

Important ACH Dates

	Sweep Date	Sweep Amount	ACH email sent	ACH Adjustment DUE
1 st Sweep	Thurs., Feb. 9	35% of bal. due to council as of Feb. 2	Thurs., Feb. 2	5 p.m., Mon., Feb. 6
2 nd Sweep	Thurs., Feb. 23	30% of remaining bal. due as of Feb. 16	Thurs., Feb. 16	5 p.m., Mon., Feb. 20
3 rd Sweep	Thurs., Mar. 9	100% of remaining bal. due	Thurs., Mar. 2**	5 p.m., Mon., Mar. 6
Final Sweep	Thurs., Mar. 23	ANY remaining bal. due	N/A	N/A

What about IRGs or troops without bank accounts?

IRGs or troops without council-approved bank account MUST:

- Submit **Agreement to Deposit to Council** (available online via PPD).
- **MUST** deposit weekly AND follow ACH sweep percentages and due dates above.
- **MUST deposit 100% of funds** into council bank account by **Thurs., Mar. 9**.
- **CANNOT** use Square **OR** accept checks—Digital Cookie can be used to accept credit cards
- Troops will receive proceeds after program audit (4-6 weeks after program ends)—if bank account active, troop has 2 registered co-leaders, and no outstanding balance.
- IRGs will have access to IRG fund that can be applied toward events, programs, camp
 - IRG Fund Application available from PPD
 - IRG Fund guidelines available on www.girlscouts-swtx.org/cookies

IRGs and
Agreement to Deposit
troops **MUST** deposit
weekly AND follow
the same ACH sweep
percentages AND
dates!