2023 Cookie Program Delinquent Account Report

Delinquent accounts are to be submitted for any parent/adult who signed for products and has not returned entire amount due. This report allows you to account for money still owed and protect troop proceeds. If proper documentation for amount due is not provided, TCM or CCM may be held financially responsible for outstanding balance.

Submit to council by 5 p.m., *Mon., Mar. 6*. This form is available online at girlscouts-swtx.org/cookies.

Troop/Group #_____   Community_____

Name of delinquent parent/guardian_____

Address_____

City_____, TX   ZIP_____

Phone (C)_____   Email_____

Girl Scout's Name *(ONE GIRL PER REPORT)*_____

Receipt Verification	
Total number of packages girl received: (*must* attach signed receipts equaling this amount)	_____
Less number of packages girl returned to troop: (*must* attach signed receipts equaling this amount)	(-) _____
Actual number packages responsible for:	_____
Total money due (*actual number of packages x $5.00*)	_____
Amount paid in cash/check (*must* attach signed receipts equaling this amount)	(-) _____
Amount paid in Digital Cookie for girl-delivered (*refer to DOC report in eBudde*)	(-) _____
Total money still owed	$ _____

Report delinquent parent for total money still owed (which includes what would have been due troop and what is due council)

Documentation Checklist

You MUST attach all documentation to this form.

A complete delinquent account report must include the following (check that it is attached to report):

- ☐ Delinquent Account Report Form
- ☐ ALL signed product receipts
- ☐ ALL signed money receipts
- ☐ Girl permission slip (if online, PPD can provide)
- ☐ ACH Adjustment confirmation email
- ☐ End-of-program report confirmation email
- ☐ Record of communication—emails, texts, call logs, and/or communication summary

Please INITIAL at each statement:

_____I declare that above information is correct to best of my knowledge.

_____I declare that I have included all proper documentation listed above

_____**I have also completed, signed, and submitted an online ACH Adjustment Form.**

Troop Cookie Manager Name_____

Primary Phone # _____   Email_____

Troop Cookie Manager Signature_____ Date_____

Signature is required for a complete Delinquent Account Report