

Tracking Troop Finances

When the Troop deposits money into the bank, they will not add a corresponding financial transaction in Smart Cookies. Troops should keep track of how much money they have deposited outside of Smart Cookies. This guide will show how to find your total packages and dollars sold, proceed rate, and balance owed. To do this we will look at the report **Troop Balance Summary**. Download this report in packages as a PDF.

Total Packages Sold

Look for these four packages on the report:

| | | |
|---|--|-----|
| Total Pkgs Sold (not including Gluten Free): | Total Cases Sold (not including Gluten Free): | 112 |
| Total Gluten Free Pkgs Sold: | Total Gluten Free Cases Sold): | 12 |

On the left is total packages sold, and the right is the total in cases. Add up the total packages sold + Total Gluten Free packages to get your total packages sold. There are 12 packages per case. This Troop sold 1,356 packages: 12 GF packages + (112cases x 12packages)

Total Dollars Sold

You can see the total Sales \$\$ in bold. This equals the total packages sold X \$6.

Proceed Rate

Refer to the proceed information in the Troop Cookie Manager Guidebook to see the reasons for the various proceed rates. If you aren't sure which one you qualified for:

Divide Troop \$\$ by total packages sold. That will give you the proceeds per package that your Troop earned.

Balance Owed

The balance is listed on the very last line of the report. The balance is calculated by taking the Council \$\$ from the sales amounts and subtracting anything listed under the **Finances** section.

The Finances section tracks any money that River Valleys has already collected from the Troop. Any time a Girl Scout or Troop takes orders via credit card in Smart Cookies, the money is automatically put into the River Valleys bank account. The report will auto-adjust to give you your Troop proceeds back for these sales. Also included in the finances section is any money already collected by River Valleys through the first ACH (see [Cookie Central for more information on the ACH process](#)). In summary, the balance owed is the Council Proceeds minus any money you've already paid us.

You should check your bank receipts to ensure you have deposited an amount that matches the Troop balance.

| | | |
|----------------------|-------------------------|--------------------|
| Sales Amounts | Troop \$\$ | \$6,928.35 |
| | Council \$\$ | \$33,826.65 |
| | Total Sales \$\$ | \$40,755.00 |

| | | | | | |
|------------------------|----------------|--------------|------------------|-------------|---------------|
| Finances: | | | | | |
| <u>Date</u> | <u>Trans #</u> | <u>Ref #</u> | <u>Bank Name</u> | <u>Type</u> | <u>Amount</u> |
| Total Finances: | | | | | <hr/> |

| | | | | | |
|---------------------------------|----------------|--------------|------------------|-------------|---------------|
| Uncollected Debts: | | | | | |
| <u>Date</u> | <u>Trans #</u> | <u>Ref #</u> | <u>Bank Name</u> | <u>Type</u> | <u>Amount</u> |
| Total Uncollected Debts: | | | | | <hr/> |

Signature: _____ **Balance** \$33,826.65

Juliette Balances

Juliettes deposit all cookie money into the River Valleys Wells Fargo account using special encoded deposit slips that they receive. The deposit amount must equal the Total Sales\$\$ (\$665 in the example below).

The Balance amount at the end should equal a negative of the Troop \$\$ (-\$106.40 below). Which means that River Valleys owes Juliette Program Credits to the Juliette Troop. Please note that Juliettes earn proceeds at a range according to packages sold. The ranges will be sent in an email to all Juliette Mentors.

| | | |
|----------------------|-------------------------|-----------------|
| Sales Amounts | Troop \$\$ | \$106.40 |
| | Council \$\$ | \$558.60 |
| | Total Sales \$\$ | \$665.00 |

| | | | | | |
|------------------------|---------------|-------------|-----------------------------------|-------------|-----------------------|
| Finances: | | | | | |
| <u>Date</u> | <u>Trans#</u> | <u>Ref#</u> | <u>Bank Name</u> | <u>Type</u> | <u>Amount</u> |
| 2020-02-24 | 0008942 | | Wells Fargo Product Sales Account | Deposit | \$382.00 |
| 2020-04-24 | 0051830 | | Wells Fargo Product Sales Account | Deposit | \$283.00 |
| Total Finances: | | | | | <hr/> \$665.00 |

| | | | | | |
|---------------------------------|---------------|-------------|------------------|--|---------------|
| Uncollected Debts: | | | | | |
| | <u>Trans#</u> | <u>Ref#</u> | <u>Bank Name</u> | | <u>Amount</u> |
| Total Uncollected Debts: | | | | | <hr/> |

Signature: _____ **Balance** (\$106.40)