

T-E

TROOP FINAL REPORT ENVELOPE

Troop # _____ Level: _____

Service Unit: _____

Cookie Volunteer name: _____

Cookie Volunteer phone: _____

Leader(s) name: _____

Leader(s) phone: _____

REQUIRED PAPERWORK CHECKLIST

_____ **D-1 Delinquent Cookie Account Form**

If your troop has a delinquent girl(s), fill out the D-1 form for each girl(s). The form can be found on the GSSI website under the Cookies Tab, For Cookie Volunteers. Contact the GSSI office at 812.421.4970, extension 323 so we can assist with removing the delinquent packages from your troop balance.

_____ **Troop Balance Summary (from Smart Cookies)**

Go to www.abcsmartcookies.com, select Reports, select Current, select Finance, select Troop Balance Summary, click Go To Report, unit of measure should be packages, PDF for view type, click Go to Report and print copy of the report.

_____ **All GSSI Bank Deposit Receipts**

Deposit receipts must be the actual bank encoded receipt the bank teller gives you after you make the GSSI deposit.