

**Troop Final Reports and End of the Program:**

**All final reporting is due to your SUCC no later than March 14.** You will receive a large troop envelope labeled: Troop Final Report Envelope.

1. Completely fill in the information requested on the front of the envelope.
  - a. Troop #
  - b. Level
  - c. Service Unit – i.e. East River, N. Dubois, SW Warrick, etc.
  - d. Cookie Volunteer name and phone number
  - e. Leader name and phone number
2. Enclose the REQUIRED PAPERWORK.
  - a. If you have a delinquent girl, complete the D1 form and send along with signed Cookie Permission.
  - b. Troop Balance Summary report – run this report in Smart Cookies. Go to REPORTS, Click on CURRENT, In the Categories Box, Click Finances, Click on Troop Balance Summary, Click Go To Reports and fill in the blanks. The Troop Balance Summary report gives the breakdown of your troop sales, troop earnings, average packages sold per troop, money owed to GSSI, bank deposits, etc.

\*\*\* If there is a delinquent girl in your troop, the Balance Summary report has to be rerun AFTER the delinquent cookies are removed from your troop. GSSI must be notified to remove delinquent cookies from the troop totals.

- a. ALL bank deposit receipts. This is the receipt that the bank gives you AFTER you make the deposit.
  - b. Write your troop number on all bank receipts when making deposits and write it on the receipt the bank gives you after you make the deposit.
  - c. Include all bank deposit receipts in your final envelope.
3. If you have accidentally overpaid GSSI, we will refund your money once we verify the overpayment. Fill out the C1 form found on the GSSI website. Click the Cookies Tab then click the For Cookie Volunteers tab. Report to your SUCC that you have overpaid.
  4. All paperwork must be completed and turned in on time and by all deadlines.
  5. **If your paperwork is submitted after March 14, receipt of recognitions and patches is NOT guaranteed.**
  6. Please consult with your SUCC for any additional questions.