

# Cookie Sale Wrap up



## Reconcile the Money and Financials

All moneys due should be collected from troop parents and deposited into the troop bank account soon after the sale ends. To calculate your troop's total proceeds from the cookie program, open up the report Troop Balance Summary in Smart Cookies, where you will find the troop proceeds (amount your troop has earned from the cookie program) listed near the bottom-left of your troop Sales Report. You can also review the troop's deposits so far and the amount still due to council on the bottom-right side of your troop Sales Report.

Once you finish up the program, confirm you have enough funds in the troop account to cover the final ACH Debit for the balance due. If you have money challenges, whether it's a returned check or a parent who owes the troop money, fill out and submit the Parent Collection Form by the council deadline, prior to the ACH Debit date.



## Organize your Troop's Cookie Program Paperwork

Even in the age of the Internet, we still deal with a few paper copies of documents for reference in case questions or issues arise down the road. Girl Scouts are always prepared! Keep your Cookie Program paperwork with the rest of the troop's paper record keeping for a year past the particular sale—you may even want to keep it longer for reference to help you plan for future sales.

Important paperwork includes receipts for product/money, printouts of the troop Sales Reports.



## Reflect and Celebrate

Don't forget to take some time to reflect on the program with your girls while it's still fresh in everyone's minds. What went well? What could be improved on? Discuss what they each want to do differently next year.

Then work with your girls to plan a fun celebration to mark the end of the cookie program and thank the people who supported them along the way. Write special thank you cards to merchants who gave them booth sale space, loyal customers, troop volunteers, and family members who helped them reach their goals is the perfect way to wrap up the cookie season!

Finally, remember, the GSME Product Program team is always here to help! We want to do whatever we can to make your next cookie program even bigger and better! We read every comment and suggestion, so please share any feedback or ideas with us at [productsales@gsmaine.org](mailto:productsales@gsmaine.org).

