

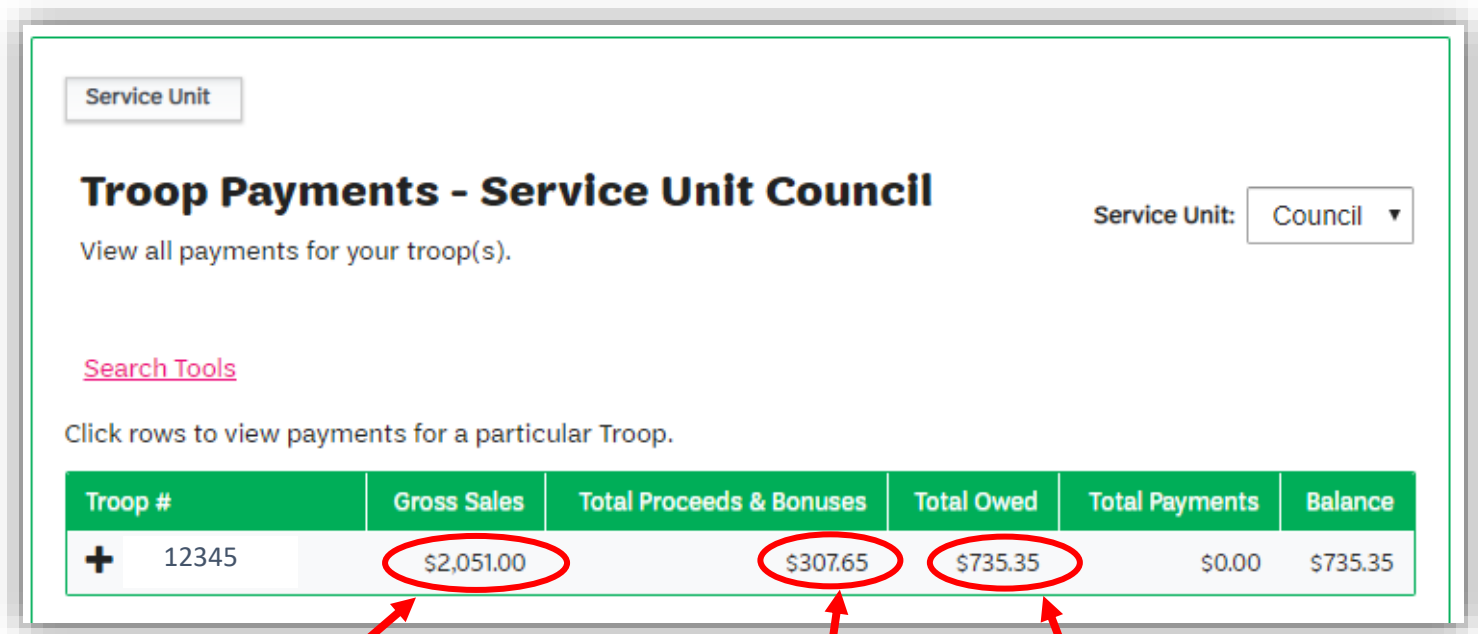
Balance Due, Bonus Proceeds, & ACH Adjustments

Viewing Balance Due



The screenshot shows the M2 dashboard menu with three main sections: Campaign Setup, Manage System Users, and Product Management. The 'Financials & Reporting' section is expanded, and 'Banking & Payments' is circled in red. A red box with an arrow points to this link.

To see balance due to council, click [HERE](#) on your M2 dashboard.



The screenshot shows the 'Troop Payments - Service Unit Council' page. A table displays payment data for Troop # 12345. The values for Gross Sales, Total Proceeds & Bonuses, and Total Owed are circled in red. A dropdown menu for 'Service Unit' is set to 'Council'.

Troop #	Gross Sales	Total Proceeds & Bonuses	Total Owed	Total Payments	Balance
+ 12345	\$2,051.00	\$307.65	\$735.35	\$0.00	\$735.35

Troop total sales – including online orders.

Troop proceeds (15%)

Total amount owed to council. This amount already considers all payments made online.

Ultimate Early Bird Bonus Proceeds

The dashboard menu is divided into four main sections:

- Campaign Setup**: Parent and Guardian Email Blast, Default Storefront Video, Training Video, Video Instructions.
- Manage System Users**: Send messages, Manage Troops & Girl Scouts, Manage Admin Users.
- Product Management**: Delivery Tickets, Paper Order Entry.
- Rewards & Patches**: Rewards, Personalized Patches.
- Financials & Reporting**: Banking & Payments (circled in red), Reports.

A red box on the left contains the text: "To see troop bonus proceeds, click HERE on your M2 dashboard." with an arrow pointing to the "Banking & Payments" link.

Troop Payments - Service Unit Council
View all payments for your troop(s). Service Unit: Council

[Search Tools](#)

Click rows to view payments for a particular Troop.

Troop #	Gross Sales	Total Proceeds & Bonuses	Total Owed	Total Payments	Balance
+ 12345	\$2,051.00	\$307.65	\$735.35	\$143.57	\$591.78

Annotations:

- IF APPLICABLE, the 7% bonus proceeds listed here in the "Total Payments"
- 15% troop proceeds (points to the Troop # 12345)
- Total balance due to council—amount to be ACH'd on Thurs., Nov. 12. (points to the Balance \$591.78)

Troop Deposits
View payments made by this troop to the council

Clicking on your [account summary](#) will open a list of payments—if applicable, this is where you will see the [7% bonus proceeds](#)

Date	Bank Name	Reference ID	Memo	Deposit
10/31/2018	Bonus Proceeds	7%		\$36.40

IF your troop earned 22% proceeds (by meeting all of the requirements listed on pg. 9 of the TNM Companion), you will see the additional 7% bonus proceeds listed here with a credit in the deposit column.

ACH Adjustment Form

DUE NO LATER THAN 5 p.m., Mon., Nov. 9



Link to form is in notification email to be sent Thurs., Nov. 5.
Form also available at girlscouts-swtx.org/FallProductProgram
under Forms and Materials menu.

2020 Fall: ACH Adjustment Form

100% of council proceeds will be swept in one Automatic Clearing House (ACH) sweep for the Fall Product Program.

Sweep Date: Thurs., Nov. 12, 2020
This Form DUE: 5 p.m., Mon., Nov. 9, 2020

ACH Adjustment Form DUE
BEFORE 5 p.m., Mon., Nov. 9

This form can be completed by the Community Nut Manager, Troop Nut Manager, Troop Leader or Troop Money Manager.

Requests received after 5 p.m., Mon., Nov. 9 MAY NOT BE PROCESSED in time to prevent the full balance sweep.

Troops will be charged a service fee by GSSWT's bank if there are not sufficient funds (not enough money to cover the council's portion) in their troop bank account at the time of the sweep if the troop did not submit this form by the due date.

Name *

First Last

Phone Number *
 - -
####

Email *

Community *

Troop # *

Troop Nut Manager Name *

Troop Leader Name *

If you are the Troop Nut Manager AND Troop Leader, you can write your name in both fields.

Amount council CAN sweep on Thurs., Nov. 12, 2020 *
\$
Dollars Cents

This amount MUST be the total amount that council CAN SWEEP from the troop bank account on Thurs., Nov. 12.

Reason for adjustment *
 Parent(s) missed troop deadline
 Other

If you choose "Other" as the explanation for the adjustment, you MUST provide details here.

If you chose "Other" as the reason, please explain:

If the reason for the adjustment is "Parent missed troop deadline," parent information **MUST** be entered below.

If you need to submit more than three parent names, please complete a second form after submitting this one.

Name

First Last

Phone Number

 - -

####

Amount owed

\$ -

Dollars Cents

Name

First Last

Phone Number

 - -

####

Amount owed

\$ -

Dollars Cents

If you choose "Parent missed troop deadline" as the explanation for the adjustment, you **MUST** provide all details here, including the amount owed by each parent.

If you need to submit more than three parents' information, please complete this form **AGAIN** with the remaining names and information.

Please acknowledge the following statements and sign below by entering your first and last name.

- I agree that I have made my best attempt to contact the above listed people to collect money.
- I have made deposits to the council-approved troop bank account at least twice-weekly and I issued a receipt for all money collected from parents.
- I understand that I must submit a **Delinquent Account Report** for any parent/guardian that still owes money to the troop.
- I understand that typing my name below constitutes a legal signature confirming that I acknowledge and agree to all of the above information.

Name *

First Last

Girl Scout Volunteer Position Title *

Date *

 / /

MM DD YYYY