

## ACH Sweeps & Adjustments



Troop Bank Account set-up with ACH Authorization Form on file with GSSWT Finance dept. by **Thurs., Jan. 13**

- ✓ Deposit 100% of money into **TROOP bank acct.**
- ✓ Keep troop proceeds in **TROOP bank acct.**



IRG OR troop bank account **without** ACH Authorization Form **NOT** on file with GSSWT Finance dept. by **Thurs., Jan. 13**

- ✓ Complete Agreement to Deposit online form
- ✓ Deposit 100% of money into **GSSWT bank acct.**
- ✓ Troop does not receive proceeds until after cookie audit (4-6 weeks)
- ✓ **DO NOT** deposit customer checks into council acct.

### What do I need to use my troop bank account?

- ✓ A council-approved troop bank account in good standing
- ✓ A current ACH Authorization form—if you have had a signer change a new form will need to be submitted.
- ✓ Submitted June 2021 AND December 2021 finance reports

### What about payments made on Digital Cookie?

Digital Cookie payments ARE automatically calculated INTO ALL 3 SWEEP AMOUNTS—these payments will decrease the “amount you owe council”; if a troop has a credit balance at the 2<sup>nd</sup> sweep due to DOC payments, then a 2<sup>nd</sup> sweep will not take place.

### Bank Fees

If you are charged a “Cash Deposit” or a “Cash Processing” fee, GSSWT will refund these fees. For details on reimbursement, you can download the “*Helpful Hints for Finance Reports*,” available under “Finance Forms” in the forms section of girlscouts-swtx.org.

Troops/IRGs depositing to council **MUST** follow the deposit amounts AND dates listed below (i.e., 35% deposited by Feb. 10, etc.)—**NOT DOING SO MAY** effect you picking up reorders!

Info on how to calculate ACH sweep amounts on G2eB p. 42!

### Important ACH Dates

	Sweep Date	Sweep Amount	Notification email sent	ACH Adjustment Form DUE
1 <sup>st</sup> Sweep	Thurs., Feb. 10	35% of balance due to council as of Feb. 3	Thurs., Feb. 3	5 p.m., Mon., Feb. 7
2 <sup>nd</sup> Sweep	Thurs., Feb. 24	30% of remaining balance due to council as of Feb. 17	Thurs., Feb. 17	5 p.m., Mon., Feb. 21
3 <sup>rd</sup> Sweep	Thurs., Mar. 10	100% of remaining balance due to council	Thurs., Mar. 3**	5 p.m., Mon., Mar. 7
Final Sweep	Thurs., Mar. 24	ANY remaining balance due to council	N/A	N/A

**\*\*Please note that this email will only reflect the amount due for orders picked up before Mar. 3. If troops pick up extra cookies on/after Thurs., Mar. 3, these amounts will be added to the Final ACH withdrawal and will be due Thurs., Mar. 24.**

### ACH Adjustment Information

**If the amount due WILL NOT be available in your bank acct by the sweep date**, you **MUST** submit the **ACH Adjustment Form** (available online and ACH notification email) by the “**ACH Adjustment Form DUE**” date.

- You will be required to provide an adjusted amount that **can** be swept; *remaining balances from adjustments will be rolled over to the next sweep.*
- **Troops submitting an ACH Adjustment Form for the 1<sup>st</sup> or 2<sup>nd</sup> sweep will NOT be allowed to pick up reorders until the adjusted amount has been paid** (either directly to the Girl Scout Shop and a receipt will be provided to PPD or after the next sweep *without* an additional ACH Adjustment Form submitted).
- If the troop did not submit an ACH Adjustment Form and there are insufficient funds at the time of withdrawal, troops **WILL BE CHARGED A SERVICE FEE** by GSSWTs bank. **This may also make your troop ineligible to pick up cookie reorders.**

**If parents owe money (or troop doesn't have enough funds) before the FINAL ACH sweep (Thurs., Mar. 24) you MUST submit an ACH ADJUSTMENT FORM AND A DELINQUENT ACCOUNT REPORT by Mon. Mar. 7!**