

## 2022 Cookie Program Delinquent Account Report

**MUST ALSO  
submit an  
ACH Adj. Form  
by 5 p.m.,  
Mon., Mar. 7.**

Delinquent accounts are to be submitted for any parent/adult who signed for products and has not returned entire amount due. This report allows you to account for money still owed and protect troop proceeds. If proper documentation for amount due is not provided, the parent or CCM may be held financially responsible for the outstanding balance owed to council or troops.

Submit to CCM by their deadline, but no later than 5 p.m., *Mon., Mar. 7*. This form is available online at [girlscouts-swtx.org/cookies](http://girlscouts-swtx.org/cookies). *Fully complete* this report AND an ACH Adjustment Form if any money is owed to the troop/group or council by a parent.

Troop/Group # \_\_\_\_\_ Community \_\_\_\_\_

Name of delinquent parent/guardian \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_, TX ZIP \_\_\_\_\_

Phone (H) \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_

Email \_\_\_\_\_

Girl Scout's Name (*ONE GIRL PER REPORT*) \_\_\_\_\_

Total number of packages girl received: <i>(must attach signed receipts that equal this amount)</i>	_____
Less number of packages girl returned to troop: <i>(must attach signed receipts that equal this amount)</i>	(-) _____
Actual number packages responsible for:	_____
<hr/>	
Total money due <i>(actual number of packages x \$4.00)</i>	_____
Amount paid <i>(must attach signed receipts that equal this amount)</i>	(-) _____
Total money still owed	\$ _____
<i>Report delinquent parent for total money still owed (which includes what would have been due the troop and what is due the council). Our goal is to ensure that troops receive all proceeds earned.</i>	

Please INITIAL at each statement:

\_\_\_\_\_ I declare that the above information is correct to the best of my knowledge.

\_\_\_\_\_ I declare that I have included all proper documentation as listed on p. 25.

\_\_\_\_\_ **I have also completed, signed, and submitted an online ACH Adjustment Form.**

Troop Cookie Manager Name \_\_\_\_\_

Primary Phone # \_\_\_\_\_ Email \_\_\_\_\_

Troop Cookie Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

*Signature is required for a complete Delinquent Account Report*

## Delinquent Account Documentation Checklist

Please attach all documentation to this form.

A complete delinquent account report must include the following, please check off that it is attached to your report:

- ALL signed product receipts
- ALL signed money receipts
- Girl permission slip—online permission slip can be provided by PPD
- Record of communication—emails, texts, call logs, and/or communication summary
- ACH Adjustment confirmation email
- End-of-program report confirmation email

If proper documentation for amount due is not provided, the TCM or CCM may be held financially responsible for the outstanding balance owed to council or troops.

Use the bottom of this page to record all conversations, dates, names of person contacted and results.