

# Cookie Program Guidelines

## Inventory and Finance Management

When managing troop cookie inventory and finances, make sure the guidelines below are followed. Failure to follow these guidelines may result in girls having uncollected funds, the troop having large amounts of remaining inventory, and the troop being ineligible to receive the troop bonus.

### Official Guidelines for Managing Inventory and Finances

When managing inventory and finances, follow the guidelines provided.

- Receipts must be provided and signed every time cookies and/or money is transferred at any level.
  - Keep every receipt for your end-of-year records.
  - Completed receipts for all cookies and money transferred are required when filling out an uncollected funds form.
- Once cookies are transferred with a completed receipt, they become the financial responsibility of the receiver. This includes transfers from council to troop and troop to girls. Cookies cannot be returned at any level.
- Troops are responsible for making deposits into the troop bank account on a weekly basis. This includes depositing money the Monday after a cookie booth or utilizing the night drop, if available.
- Keep all deposit slips from the bank. When making a deposit on behalf of a girl, be sure to add the girl's name on the deposit slip. Deposit slips can also be provided to parents to make their own deposits—instruct parents to add names to the deposit slip.
- Troops are responsible for managing their inventory on a weekly basis. It is recommended that troops:
  - Count their troop inventory by variety and compare the totals to their Troop On-Hand Inventory report in Smart Cookies each week to keep track of any discrepancies.
  - Enter Troop to Girl Transfers in Smart Cookies on a weekly basis.
- Troops are responsible for assisting families in managing their finances. It is recommended that troops:
  - Collect at least half of the money due prior to checking out additional cookies.
  - Give out only enough cookies for a girl to sell in two weekends.
  - Enter girl financial transactions in Smart Cookies on a weekly basis.
- Keep cookie booth transactions separate. When hosting a cookie booth, only collect money from the sale of the cookies at the booth—do not accept payments from girls. And, only manage the cookie booth inventory—do not check out additional cookies for individual sales.

### Best Practices and Resources for Managing Inventory and Finances

In addition to our guidelines, we have these best practices for managing inventory and finances.

- If you are a returning troop, when ordering cookies, review the previous season's initial & planned orders and the number of left over inventory to help identify what to order to meet your goals.
- Use this [Cookie Calculator](#) to see an estimated initial order by entering in your troop information. Opens in a website browser.
- To help plan for a Cookie Booth, use this [Cookie Booth Order Calculator](#) for an estimate of what to order. Requires Microsoft Excel.
- Set a schedule with your families, identifying dates and times you are available to check-out cookies and/or collect money.
- Collect money on a consistent or weekly basis to ensure your troop is ready for the next withdrawal. Set expectations with families on what forms of payment will be accepted and educate the families on the electronic withdrawal dates to help families understand the importance of collecting money consistently.
- When hosting cookie booths, fill out a booth tracking sheet to keep track of the number of cookies by variety sold at each booth.