

For the Audit You Will Need

1. Deposit slips for all cookie money deposited for participants and booth sales
2. Care & Share Receipts
3. Product Program Participation Permission Forms
4. All Receipts for product and money distributed and received.

Smart Cookie/Digital Cookie Preparation

1. In Smart Cookies: run a *Troop On-Hand Inventory Report*. If there are packages still on-hand, you will need determine if all packages participants have picked up have been transferred to their individual accounts. If the balance is negative, then you have transferred more to participants than the troop actually received. If the troop has unsold cookies, these should NOT be allocated to a girl.
2. Compare the number of packages sold on the *Troop Balance Summary Report* and your troop Digital Cookie Dashboard details. If the totals are different, this indicates that cookies may need to be transferred to girls. To identify discrepancies you will need to utilize the *All Order Data Report* from Digital Cookie and your hand-written receipts during the program.
3. In Smart Cookies: review the *Girl Balance Summary Report* to make sure that the payments received by each participant have been entered into Smart Cookies. The balance for each participant should be zero.
4. In Smart Cookies: select *Recognition Order*. This automatically creates the recognition order for the troop. If you have a participant that has reached the t-shirt, hoodie or 1200+ levels, a selection MUST be made. If you have participants that have not launched their Digital Cookie account, you will have to confirm their choice and make it for them. *Update* the Recognition Order if transfers are applied to a participant after the Recognition Order was created. The update will automatically apply additional recognitions earned to the girl.

Completing the Audit

The link to the Cookie End of Program Audit will become available for Troop Cookie Managers to complete once the closing of Digital Cookie has taken place. This is typically within 24 hours of the last day of the program.

- From our website in the COOKIES & FALL PROGRAM section For Cookie Volunteers, locate the End of Program Audit dropdown and select the appropriate link.
- Complete the questions in the form.
- Utilizing a scanner app found in the app store on your phone, attach bank stamped deposit slips or bank statements identifying cookie deposits to support the amount reported in the audit process.
- Submit. You should receive an email confirmation from the system.
- Once audit information has been processed and reviewed by the product program staff, you will receive a second email indicating approval or other the need for additional information.
- The final ACH payment will be submitted once audit approval has been determined.

If a Girl Has Not Paid in Full

During the Cookie End of Program Audit, this information will be entered into the Online Audit form. If a girl has not paid in full, you will answer NO when asked if all girls have paid in full. NO makes available the link to fill out the form to complete with the unpaid balance information. If needed, Product Program staff will contact you to make balance adjustments and confirm the necessary paperwork to support any unpaid balance reported.

1. The overall troop audit will not be approved until the paperwork for a reported Unpaid Balance Girl Shortage is confirmed.
2. Complete the Unpaid Balance Girl Shortage online form providing as much contact information for the parent as possible. Record all collection efforts and outcomes, including any correspondence.
3. Utilizing a scanner app, attach to the Unpaid Balance Girl Shortage online form:
 - SIGNED Product Program Participation Permission Form
 - SIGNED Receipts for cookies in & out
 - SIGNED Receipts for any payments received (NOT Bank Deposit slips)
3. Unpaid Balance Girl Shortage information/paperwork is due when it is reported to the Girl Scout Council. GSKH will take responsibility for collecting unpaid amounts from parents if the online Unpaid Balance Girl Shortage form and required documents are submitted. The Troop Cookie Manager may be financially responsible for the unpaid balance if the online Unpaid Balance Girl Shortage form and required documents are not submitted and/or the submission is missing any of the necessary documents to prove caregiver responsibility.
4. If a girl's payment is received after the unpaid balance information has been submitted, contact a Product Program Staff member to discuss options for processing the payment. Troops will not receive troop proceeds on unpaid balances that are paid after April 30.