



# 2024 FALL PRODUCT PROGRAM OUTSTANDING BALANCE REPORT

Complete this form if you have problems collecting payment from any adult/girl at any time during the 2024 Fall Product Program. Submit this form with all supporting documents to the Product Program Manager at your local Service Center Office. Fall Product Program Outstanding Balance Reports can be deducted from your Amount Due to Council on the ACH withdrawal from your troop account on **DECEMBER 11, 2024**. This Fall Product Program Outstanding Balance Reports must be submitted **NO LATER THAN FRIDAY, NOVEMBER 29, 2024**, to adjust the **DECEMBER 11, 2024** ACH withdrawal, however the form and receipts can be submitted at any time for council to assist with recovery of any money owed.

5-Digit Troop #: \_\_\_\_\_ Girl Scout Name: \_\_\_\_\_

Adult Responsible for Payment: \_\_\_\_\_

Address: \_\_\_\_\_ Day Phone: \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Place of Employment (if known): \_\_\_\_\_

**IMPORTANT!!!!** Fall Product Program Outstanding Balance Report totals will be deducted from the Troop Proceeds and Bonuses **AND** the Payment Due to Council. Use the following information to calculate the Total Fall Product Program Outstanding Balance Report Amount and how much will be deducted from the Troop Proceeds and Bonuses **AND** Payment Due to Council.

**Total number of nut/candy items sold** \_\_\_\_\_

**Original amount due** (number of items sold x price of item)

(a) \_\_\_\_\_ units x \$12 = \_\_\_\_\_

(b) \_\_\_\_\_ units x \$11 = \_\_\_\_\_

(c) \_\_\_\_\_ units x \$10 = \_\_\_\_\_

(d) \_\_\_\_\_ units x \$9 = \_\_\_\_\_

(e) \_\_\_\_\_ units x \$8 = \_\_\_\_\_

(f) \_\_\_\_\_ units x \$7 = \_\_\_\_\_

**Total Amount Due** (a + b + c + d + e + f) \_\_\_\_\_

**Total Amount Paid** (if applicable) \_\_\_\_\_

**Total Outstanding Balance Report Amount** \_\_\_\_\_

(Total Amount Due – Amount paid, if applicable)

**Of the Total Outstanding Balance Report Amount** (to be deducted as applicable):

\$ \_\_\_\_\_ **is Troop Profit** from **Troop Delivery Ticket Proceeds & Bonuses**  
(Total Outstanding Balance Report Amount x 14%/15% for Opt-Out troops)

\$ \_\_\_\_\_ **is Amount Due to Council** from **Troop Delivery Ticket Payment Due Council**.  
(Total Outstanding Balance Report Amount – Troop Profit)

I have documented the steps taken to collect this debt. I have attached the signed 2024 Fall Product Program Participation Permission & Product/Payment Receipt and any additional receipts as proof of all transactions. I declare this information is correct to the best of my knowledge.

Signature \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ E-mail \_\_\_\_\_

# 2024 FALL PRODUCT PROGRAM OUTSTANDING BALANCE REPORT PROCEDURE

If a troop has a problem collecting money from any individual, the Fall Product Manager (FPM) any/or Leader should make at least two attempts to contact the responsible party to resolve the situation. If the situation is not resolved by **NOVEMBER 29, 2024**, submit this *Fall Product Program Outstanding Balance Report* to the Product Program Manager at your local Service Center Office. The council will take appropriate action to resolve the debt and obtain amounts due to the council AND to the troop.

Follow these Outstanding Balance Report steps to facilitate recovery of money owed.

1. At the earliest sign of any money collection problem(s), begin this *Fall Product Program Outstanding Balance Report* and notify the Product Program Manager so they are aware of the situation.
2. On the *Fall Product Program Outstanding Balance Report*:
  - a. Provide as much contact information as possible for the responsible party.
  - b. Use the calculation area to determine the **Total Fall Product Program Outstanding Balance Report Amount**.
  - c. Calculate how much of the **Total Fall Product Program Outstanding Balance Report Amount** is **Troop Proceeds & Bonuses** by multiplying the total amount for all nut/candy items sold by 14% (15% for opt-out troops).
  - d. Subtract **Troop Profit** from **Total Fall Product Program Outstanding Balance Report Amount** to determine the **Payment Due to Council**.
  - e. If the responsible party has made a partial payment, contact the Product Program Manager for help calculating the amounts due.
  - f. Record all efforts for recovery of funds, including any personal, telephone and written communication by any person in the troop on separate paperwork.
  - g. Sign and date the report.
  - h. The amount from the **Fall Product Program Outstanding Balance Report** will be deducted from the ACH Withdrawal scheduled for **December 11, 2024**, if received by **NOVEMBER 29, 2024**.
3. Submit unresolved *Fall Product Program Outstanding Balance Reports* to the Product Program Manager, along with the following paperwork:
  - a. This *Fall Product Program Outstanding Balance Report*.
  - b. The signed *Fall Product Program Participation Permission and Product Payment Receipt Form*, and any *Supplemental Payment* and *T-2 Product Receipts*.
  - c. For uncollected returned checks provide all documentation from the bank as well.
4. Upon receipt of ALL documentation, the council will take appropriate steps based on each situation. This may include:
  - a. Calling or emailing the responsible party for resolution through the council office.
  - b. Sending a letter from the council Finance Department.
  - c. Establishing a payment plan through the council Finance Department.
  - d. Forwarding the problem to a fund recovery agency and/or to legal counsel for prosecution.

The troop profit for any *Fall Product Program Outstanding Balance Reports* submitted by **NOVEMBER 29, 2024**, will be returned to the troop once the money has been collected by the council.

If a check is returned after **NOVEMBER 29, 2024**, contact the writer of the check, and ask them to provide another form of payment for the amount of the check **and** any returned check fees. If contacting the writer of the check is unsuccessful, the uncollected check should be turned over to the council with *Fall Product Program Outstanding Balance Report* per the above procedures. Returned checks must be submitted via a *Fall Product Program Outstanding Balance Report* by **DECEMBER 31, 2024**; include a driver's license and phone number on the face of the check. For returned checks submitted via a *Fall Product Program Outstanding Balance Reports* after **NOVEMBER 29, 2024**, the entire amount of the check will be returned to the troop once the money has been collected by the council.

If a troop should receive payment of any money submitted via a *Fall Product Program Outstanding Balance Report* after paperwork has been provided to the council, the troop should contact the Product Program Manager to discuss options for processing the payment to clear the debt for the council and the troop.