



2026 FALL PRODUCT PROGRAM OUTSTANDING BALANCE REPORT

Complete this form if you have problems collecting payment from any adult/Girl Scout during the 2026 Fall Product Program. Submit this form with all supporting documentation to your Product Program Manager.

Fall Product Program Outstanding Balances can be deducted from the ACH withdrawal from your troop account on **December 9, 2026**. This *2026 Fall Product Program Outstanding Balance Report* must be submitted **No Later Than Friday, November 27, 2026**, to adjust your ACH withdrawal.

5-Digit Troop #: _____ **Girl Scout Name:** _____

Adult Responsible for Payment: _____

Address: _____

City/State/Zip: _____

Day Phone: _____ **Evening Phone:** _____ **Cell Phone:** _____

Email: _____

Place of Employment (if known): _____

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IMPORTANT!!!! Fall Product Program Outstanding Balance 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 order card nut/candy items sold _____

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

(a) _____ units x \$15 = _____

(b) _____ units x \$14 = _____

(c) _____ units x \$12 = _____

(d) _____ units x \$10 = _____

(e) _____ units x \$9 = _____

(f) _____ units x \$8 = _____

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*)

Total Outstanding Balance Report Amount *to be deducted from ACH as applicable:*

\$ _____ **is Troop Profit**
(*Total Outstanding Balance Report Amount x 18% or 20% for Opt-Out troops*)

\$ _____ **is Amount Due to Council**
(*Total Outstanding Balance Report Amount – Troop Profit*)

I have attached the signed *2026 Fall Product Program Participation Permission and Receipt Form*, and additional receipts, and documentation of all collection efforts. I declare this information is correct to the best of my knowledge.

Signature _____ **Phone** _____ **Date** _____

Print Name _____ **E-mail** _____

OUTSTANDING BALANCE REPORT PROCEDURE

If a troop has trouble collecting funds from an individual, the Fall Product Manager (FPM) and/or Troop Leader must make at least two documented attempts to contact the responsible party and resolve the issue.

If the balance remains unpaid by **November 27, 2026**, submit a completed *2026 Fall Product Program Outstanding Balance Report* to your Product Program Manager. Upon receipt of the required documentation, the council will take appropriate action to recover funds owed to both the council and the troop.

Please follow the procedures below to facilitate the recovery of outstanding funds.

Step 1: Begin Documentation Immediately

At the first indication of a collection issue, print and begin completing the *2026 Fall Product Program Outstanding Balance Report* and notify your Product Program Manager so they are aware of the situation.

Step 2: Complete the Outstanding Balance Report

When completing the report:

- a. Provide as much contact information as possible for the responsible party.
- b. Use the calculation section to determine the **Total Outstanding Balance Amount**.
- c. Calculate the **Troop Profit** by multiplying the total amount of all items sold by 18% (20% for opt-out troops).
- d. Subtract the **Troop Profit** from the **Total Outstanding Balance Amount** to determine **Payment Due to Council**.
- e. If the responsible party has made a partial payment, contact your Product Program Manager for assistance in calculating the remaining amounts due.
- f. Document all collection efforts and submit that documentation.
- g. Sign and date the report.

Step 3: Submit Required Documentation

Submit the 2026 Fall Product Outstanding Balance Report to your Product Program Manager with the following:

- a. The completed *2026 Fall Product Program Outstanding Balance Report*.
- b. The signed *2026 Fall Product Program Participation Permission and Product Payment Receipt Form*, along with any signed *T-2 Product Receipts*.
- c. For returned checks, include all documentation received from the bank.
- d. Reports received by **November 27, 2026**, will have **Total Outstanding Balance Amount** deducted from the troop's ACH withdrawal scheduled for **December 9, 2026**.

Step 4: Council Collection Efforts

Once collection documentation has been received, the council will take the appropriate action which may include:

- a. Contacting the responsible party by phone or email to seek resolution.
- b. Sending a collection letter from the council Finance Department.
- c. Establishing a payment plan through the council Finance Department.
- d. Referring the debt to a fund recovery agency and/or legal counsel for collection.

Troop Proceeds

For *2026 Fall Product Outstanding Balance Reports* submitted by **November 27, 2026**, the troop's proceeds will be returned to the troop after the council successfully collects ALL outstanding funds.

Returned Check Procedures

If a check is returned after **November 27, 2026**, contact the check writer and request replacement payment for the full amount of the check, including any returned check fees.

If you are unable to collect payment, submit the returned check to the council with a completed *2026 Fall Product Program Outstanding Balance Report* following the procedures outlined above.

All returned checks must be submitted no later than **December 31, 2026**. Please ensure the check includes the check writer's driver's license number and phone number on the face of the check.

For returned checks submitted after **November 27, 2026**, the full amount of the check will be returned to the troop after the council successfully collects the funds.

Payments Received After Submission

If a troop receives payment for a debt already submitted to the council, the troop must contact the Product Program Manager immediately to discuss the proper process for applying the payment and clearing the debt owed to both the troop and the council.