

GIRL SCOUTS OF MONTEREY BAY
MONEY HANDLING PROCEDURES
FOR NUT/QSP SALE 2006

1. Girls Scout receives money from sales of nuts and magazines. (**Checks are made payable to Girl Scout Troop # _____**).

TROOP LEADER RESPONSIBILITIES:

2. Troop leader receives money from girl and compares Nut Order Cards & QSP Receipts to cash/checks to make sure they are in agreement.

3. Troop leader completes reports: **T-2** & **QSP Final Report**.

4. Troop leader deposits money in to troop bank account.

5. Troop leader/troop treasurer writes **one check** for nut proceeds (the portion due to the council) and **one check** for QSP proceeds (the portion due to the council) made out to Service Unit # _____ for amount due to the Girl Scout Council. Troop leader/troop treasurer can write a check for volunteer patches.

6. Troop leader submits copies of the **T-2** & **QSP Final Report**, along with the checks, and the **Address Label Booklets and QSP subscriptions**, to the Service Unit Nut/QSP Manager, who is:

Name: _____
Address _____ Phone: _____

SERVICE UNIT NUT/QSP MANAGER RESPONSIBILITIES:

7. Service Unit Nut/QSP Manager receives reports and checks from troop leader and makes sure that the checks balance with the **T-2** and **QSP Final Report**.

8. Service Unit Nut/QSP Manager deposits checks into the Service Unit bank account (or gives to the Service Unit Treasurer for deposit.)

9. Service Unit QSP/Nut Manager gives copy of deposit slip (or actual checks) to Service Unit Treasurer. That person is:

Name: _____

Address: _____ Phone: _____

10. Service Unit Nut/QSP Manager mails or delivers copies of **T-2 & QSP Final Report along with the Address Label Booklets and QSP subscriptions** to: Girl Scouts of Monterey Bay, 10550 Merritt St., Castroville, CA 95012.

SERVICE UNIT TREASURER RESPONSIBILITIES:

11. Service Unit Treasurer receives deposit information (or actual checks) from the Service Unit Nut/QSP Manager and writes **one check** to Girl Scouts of Monterey Bay (GSOMB) for the total amount owed to the council. **Make sure that Service Unit number is noted on the check.**

Mail to: Girl Scouts of Monterey Bay
10550 Merritt Street
Castroville, CA 95012
Attention: Administrative Assistant

For council use only:

12. The Council Administrative Assistant receipts-in the checks and gives a copy of checks to Council Product Sales Manager along with Address Label Booklets and QSP subscriptions and all reports mentioned in step 6.

13. The Product Sales Manager gives copies of checks, *SU-2* and *QSP Summary Report* to Accountant

14. Accountant will reconcile the Bank account and give a copy to the Council Product Sale Manager.