

# Money Handling Procedures

Turn in all monies received into council's bank account by March. 24, 2021

- Cash and checks must be deposited using pre-encoded council deposit slips
- Deposit slips mailed to address provided on Juliette Cookie Manager Agreement form
- Retain the validated deposit slip/receipt from the teller as proof of the deposit
- **DO NOT USE NIGHT DEPOSIT BOX**

## **Personal Checks – from Customers and Caregivers**

- All checks must be made payable to “Girl Scouts of West Central Florida” must have the customer's name and address pre-printed on the check
  - Checks can only be accepted for a maximum of \$150 (including caregivers checks)
  - Checks must be deposited into the council account within two weeks of being written by customer
- Deposits are credited in the eBudde system within 5 business days. If you do not see the credit, please send a picture of your deposit receipt to [productsales@gswcf.org](mailto:productsales@gswcf.org)