

Money Handling Procedures

Turn in all monies received into council's bank account by Dec. 4, 2020

- Cash and checks must be deposited using pre-encoded council deposit slips
- Deposit slips mailed to address provided on Juliette Fall Product 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 M2 system within 5 business days. If you do not see the credit, please send a picture of your deposit receipt to productsales@gswcf.org