

# Juliette Finance Procedures

Turn in all monies received into council's bank account by Dec. 10, 2021

- Only Juliette FPM who have girls with paper orders will have council bank info emailed to them by Oct. 29<sup>th</sup>
- Retain the receipt from the teller to attach to the [Juliette Bank Deposit jotform](#) as proof of the deposit
- **DO NOT USE NIGHT DEPOSIT BOX**
- 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](mailto:productsales@gswcf.org)

## **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
- Any checks that do **not** clear, the amount will be subtracted from the council deposit and Juliette FPM will be notified

## **Credit Card Payments – Customer**

- Juliette FPM can sign up for Cheddar-up through the FPM Agreement
- Contact Jessica Hadley to sign up: [productsales@gswcf.org](mailto:productsales@gswcf.org) or (813) 281-4475, ext. 1839

