

## 2009 Fall Product Sale Deposit Notes

1. Girls should collect money when each order is placed.
2. Checks should be made payable to Girl Scouts Heart of the Hudson or GSHH.
3. All checks must have a name and address on them. Please do not accept starter checks.
4. The troop number should be written on every check turned in for that troop. It is also helpful to have the first name of the girl who turned it in written on each check.
5. Ensure that at least one person in your troop is paying in cash so your troop can hold back the proceeds from the deposit. If not, cash a GSHH check and retain your troop proceeds.
6. Be sure to take your troop proceeds from your deposit. Proceeds should be calculated as described below:
  - a. \$1 for each nut/candy item
  - b. \$2 for each magazine subscription, music or book order (paper orders or online orders)
  - c. \$3 for each completed Step 2 address booklet
7. Endorse the back of each check using the example. Your community may ask you to use the endorsement stamp or write the information in by hand. (See figure A)
8. Use **ONLY** the deposit slip labeled, "Fall Product Sale." The account number on this slip should be 744705021. Do **NOT** use any other deposit slips.
9. Fill out the deposit slip using the example as a guide. (See figure B)
10. After the deposit has been made, turn in a copy of the deposit slip and your bank receipt to your Community Fall Product Sales Chair. **RETAIN A COPY OF THE DEPOSIT SLIP FOR YOUR RECORDS.** If an official copy is not available, please photocopy the slip for your records.
11. All refunds for overpayments will be directly deposited into the community bank account. The community treasurer and the community FPS manager will receive a report from the Ashdon Farms website on the disbursement of funds by troop within your community. We suggest that you write a check to each troop from your community account so that a paper trail can be followed. Please at your earliest convenience provide your Product Sales Manager with the community bank account information so that we can have the transfer information ready.