



## TROOP FINANCIAL DISCREPANCY REPORT

### 2019 Fall Product Program

Please complete the *Troop Financial Discrepancy Report* at the end of the Fall Product Program and submit to GSU's Finance Department at [info@gsutah.org](mailto:info@gsutah.org) by November 27, 2019.

Troop #: \_\_\_\_\_ Service Unit: \_\_\_\_\_ Date: \_\_\_\_\_

Troop Fall Product Manager: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

#### **Outstanding Debt Owed to Troop**

List the names of girls whose fall product bills are not paid in full as of November 25, 2019. Attach all signed receipts for products/money and signed Parent/Guardian Permission & Responsibility Form for each girl listed. Letters will be sent from Girl Scouts of Utah (GSU) to parents requesting payment within 30 days. If your troop receives any payment directly at any time, please notify GSU's Finance Department immediately.

Parent Name	Girl Name	Amount Paid	Amount Owed

\*\*\*Attach Supporting Documentation – Parent Permission Form, Receipts, Email Communications, etc. \*\*\*

#### **Dishonored Checks**

Dishonored Checks (non-sufficient funds) – Please submit this form no later than November 27, 2019 with these supporting documents so council may reimburse your troop for dishonored checks.

- Copy of the dishonored check
- Copy of the dishonored check notification from the bank
- Please list check details below

Check #	Account Number	Routing Number	Amount

Report Submitted by:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Discrepancy Forms may be emailed to [info@gsutah.org](mailto:info@gsutah.org) or hand-delivered/mailed to:  
Girl Scouts Of Utah, 445 East 4500 South, Suite 125, Salt Lake City, UT, 84107

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