



Girl Scouts of Kentucky's Wilderness Road Council
2277 Executive Drive, Lexington, KY 40505
859-293-2621 • 1-800-475-2621

Troop # _____

UNCOLLECTIBLE DEBT FORM
2017 Cookie Sale

The Uncollectible Debt Form (UDF) is to be used to indicate discrepancies between amount owed and amount paid. COMPLETE AND TURN IN THIS FORM NO LATER THAN 5 working days prior to the bank sweep date in the Troop Plan Book. Email to: UDF@gswrc.org

Instructions for Troop Cookie Manager: Complete all information in this section. Attachments must be provided in order for this form to be accepted.

Is Permission Slip with all fields completed attached? Yes ___ No ___
Are signed Product/Money Receipts attached? Yes ___ No ___
Number of boxes sold _____ X \$4.00 = \$_____ (A)
Amount troop collected for total sales in line A amount = \$_____ (B)
Amount of unpaid sales (line A amount – line B amount) = \$_____ (C)
Amount of unpaid sales due to Troop (line C amount x 0.1425) = \$_____ (D)*
Amount of unpaid sales due to Council (line C amount x 0.8575) = \$_____ (E)

Troops cannot keep troop profit on uncollectible debt. Scheduled ACH bank sweep reduction is Line E. When/if we collect the debt, then the troop will be credited for Line D.

FILL OUT THIS SECTION COMPLETELY

Adult owing debt _____ SS# or DL# _____

Seller (Girl's Name) _____

Address _____ City _____ State _____ Zip _____

Phone Number _____ Email Address _____

Reported by _____ Date _____

Adult Girl Scout Position _____ Phone Number _____

Email Address _____

Service Unit Name _____ Troop # _____

Service Unit Manager/ Treasurer Name _____

I have made 3 attempts to contact the debtor: ___yes ___no

FOR OFFICE USE ONLY SECTION

Dates:
_____ UDF form received
_____ Complete parent permission & signed cookie receipts received
_____ Transferred to collection agency
_____ Do not appoint/Do not allow money handling status flagged in membership database