

**Just  
-in-  
Time**

*Troop*

# Outstanding Balance Form



## **What is the Outstanding Balance Form (OBF)?**

The OBF is a form that the troop leader will submit online if a parent or caregiver of a Girl Scout does not submit payment in full to the troop by the end of the program. It is a request to transfer financial responsibility. The troop remains financially responsible until the submission is approved.

## **When should I fill it out?**

The deadline to submit this form is **Monday, November 1, 2021**.

## **Where can I find this form?**

The form is located under the “Forms” section of our website. [Outstanding Balance Form](#)

## **Why should I use it?**

Troops and families are financially responsible for the products they are selling. GSDH does not want the troop to become financially burdened if a member of their troop does not pay. If the form is approved, GSDH will take over responsibility of the debt.

## **What happens if I miss the deadline?**

Please contact Member Services. We cannot guarantee acceptance if the deadline has passed.

## **What do I need to do before submitting the form?**

The troop must make three documented attempts at collecting the funds, have receipts for products given to and funds received from the parent, as well as any additional documentation to support your request.

## **Member Services**

[Help@gsdakotahorizons.org](mailto:Help@gsdakotahorizons.org)

1-800-666-2141

## **What happens after I submit the form?**

You will receive a confirmation email and the submission will go to our Finance Committee for review. GSDH will notify the troop within five business days once the form is approved or if more information is needed.

## **What happens once my submission is approved?**

Once approved, the amount will be subtracted from the troop’s balance owed to council and notice of the new ACH amount will be sent. GSDH will transfer responsibility for this amount to this parent/caregiver and they will be contacted regarding the collection process.

**Does this affect the Girl Scout?**

No. A parent/caregiver failure to turn in funds will not affect the girl's Girl Scout Experience. Please provide all rewards to *all* girls no matter the situation.

**What information is provided to the parent/caregiver after I submit the form?**

GSDH will work closely with the parent/caregiver to pay the debt. If no action is taken from the parent, GSDH will pursue an outside collection agency. No further action is needed by the troop.

**What should I do if I get funds from the parent/caregiver after submitting the form?**

Contact the office to let them know you received the funds and all funds should be sent immediately to the Girl Scout office listed below. For more information, please contact our Finance Team.

Help@gsdakotahorizons.org or 1-800-666-2141

Girl Scouts—Dakota Horizons  
ATTN: Finance  
1101 S Marion Rd  
Sioux Falls SD 57106

**2021 Important Financial Dates:**

- Collect money weekly from families: October 1-25
- Collect all girls FINAL orders & funds by: October 26
- Troops confirm orders in M2: October 27-28
- Outstanding Balance Form is Due: November 1
- All funds deposited in troop account: November 1
- **ACH Withdrawal: November 12**

**Special Note:**

All troops should have their bank account on file with GSDH. If your troop does not have a bank account, contact local staff to turn in funds from this program and get the troops bank account process started.