

**Just  
-in-  
Time**



**Troop**  
**Understanding Finances**  
**Outstanding Balance Form**

Please review all financial responsibilities prior to participating in a Product Program. Troop Leaders should document all exchanges of product or money between the troop and the families. These documents will be required by council should your troop need assistance in collecting funds.

**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 turn in the full amount due to the troop by the end of the program. The OBF is a request to transfer financial responsibility from the troop back to the parent.

*Note: The troop remains financially responsible until the submission is approved by council.*

**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 collecting the debt.

**When should I fill it out?**

Each program, Cookies and Fall Product, will have set deadlines. These dates can be found in the Volunteer Manual or on our website.

**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?**

Keep good documented records. Issue a **signed** receipt for each exchange of product **AND** money. This will provide a paper trail and acknowledgement of each exchange made. Ensure both the troop and the family sign the receipt. Give the white copy to the family for their records and keep the yellow copy for the troop's records. Council will require a copy of these receipts to approve an OBF submission which will transfer liability from the troop to parent. Additionally, the troop should attempt to collect the debt on three separate occasions by reaching out to the family by two different methods.

**Where can I find this form?**

The form is located on our website. Please use the search icon in the top right corner of the website. [Outstanding Balance Form](#)

**Member Services**

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 Department for review. GSDH will notify the troop within five business days if 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 the parent/caregiver and they will be contacted regarding the collection process.

### **Does this affect the Girl Scout?**

No. A parent/caregiver's failure to turn in funds will not affect the girl's Girl Scout Experience. **Please provide all rewards to the 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 get the debt paid. 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 the parent/caregiver gives me funds after submitting the form?**

Contact the council Finance Team immediately at the 800# listed below to notify us that you received the funds. The Finance Team will work with you to determine the best way to get the funds to council.

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

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

### **2023 Fall Financial Dates:**

- November 1 Collect all girls FINAL orders & funds
- November 2 M2 closes to troops
- November 6 Outstanding Balance Form is Due
- November 10 All funds deposited in troop account
- November 17 ACH Withdrawal

### **No Bank Account Yet?**

If your troop does not have a bank account established prior to the start of the Fall Product Program, contact your Service Unit Fall Product Manager immediately.

Your troop will work closely with them and turn in ALL funds to the Service Unit.

Questions about establishing a troop bank account? Contact council.

Once established, all troops are required to have their bank account on file with GSDH.