

Quick Guide for Troops:

Troop Paperwork for the Fall Product Program

READY TO
explore

At the conclusion of the sale, troops will compile paperwork to turn in to their SU Fall Product Manager. Turning in paperwork completed and on-time is essential to making sure Council can complete end-of-sale tasks and pay out proceeds in a timely manner.

Getting Started:



Troops will compile 3 sets of paperwork:

- One to keep for troop records & end of year reporting
- One for SU to keep for their records
- One for SU to turn in to Council

End of Sale Troop Paperwork must include the following:

1



Printed Troop Summary Report from M2

2



Copies of all Bank Deposit Receipts

And if applicable:

3



Idaho Sales Tax Form (required for ID-based sales)

4



Family Delinquency Form & supporting documentation

- 1 In M2, head to *Financials & Reporting*. On Troop Summary Report, scroll to the bottom and click *Download PDF*. Print three copies.
- 2 Gather any Bank Deposit Receipts from monies turned in. Ensure you have three copies of each.
- 3 If your troop had any Nut/Candy sales to residents of Idaho, complete the Idaho Sales Tax Form found under the **Fall Sale** page of the GSEWNI website. Not required if no sales occurred to Idaho residents.
- 4 If any families have not paid in full, complete Family Delinquency Form with all necessary supporting documentation.