

# OUTSTANDING BALANCE REPORT

Girl Scouts of North East Ohio 330-864-9933 \* Fax 330-864-5720

Date Submitted		Service Unit		Region	
Person Reporting Shortage		Position/Title			
Phone		Email			
Troop # with shortage		Troop Leader Name		Phone	
Troop Cookie Chair Name		Phone		Email	
Girl Selling (Name)		Adult Responsible for Shortage		Relationship to girl	
Address					
Home Phone		2nd Phone		Email	
Place of Employment					
<b>SHORTAGE</b>	# Qty. Boxes Sold x \$3.50 =	\$ Amount Paid To Troop	\$ Amount Unpaid To Troop	\$ Amount Kept By Troop	\$ Amount Paid GSNEO
<b>DETAILS:</b>	_____ # boxes = \$ _____				
<b>Follow-Up History:</b>	<u>Date:</u>	<u>Action</u>	<u>By Whom</u>	<u>Result</u>	
Document all steps taken to resolve the situation, including names, phone #, dates, describe conversations, results & who did the follow-up.					
<b>Additional Comments:</b>					