

Quick Tip 21 – Cookie Calculator

This reference is to help balance cookie entries in your unit account.

To help you understand how much money should be deposited and how much money will be expensed for Cookies, you can use the [Cookie Calculator](#) found under “Tools” on the [Centralized Banking Webpage](#).

By completing all the yellow cells in the spreadsheet, the total amount that should have been deposited to your cookie revenue accounts (spring and fall) will be calculated. When you compare this to the actual amount in the revenue accounts you can identify any differences and investigate.

You will need to complete **the number of cases** of cookies you ordered, **the number of cases given to** another unit, the **number of cases received** from another unit, **the number of boxes** given as gifts and the per case cost of cookies (for the spring campaign).

FALL COOKIE 2018 CAMPAIGN	
How many cases of mint cookies did you order ?	
What cost per case is on your invoice (Nov 12) or showing on the transfer?	
How many mint cases did you receive** from another unit?	
What cost per case did the other unit charge you?	
How many mint cases did you transfer* to another unit?	
How many mint boxes did you use as gifts/snacks?	
How many cases of chocolate/vanilla (surplus) 2018 cases did you pick up from the cookie receiver, in the fall?	
What cost per case is on your invoice or showing on the transfer?	
How many cases of chocolate/vanilla 2018 cases did you receive from another unit in the fall?	
What cost per case did the other unit charge you?	
How many cases of chocolate/vanilla 2018 cases did you transfer to another unit in the fall?	
What cost per case is on your invoice or showing on the transfer?	
How many cases of unsold*** chocolate/vanilla 2018 cookies did you sell from the previous guiding year?	

**when giving cookies to another unit, the unit-to-unit transfer will have to be initiated by the receiving unit for the cost per case (provide other unit with per case cost on the cookie invoice emailed approx. 1 month before cookie payment to province)*

***when receiving cookies from another unit, your unit will be required to initiate a unit-to-unit transfer for the cost per case (ask other unit for per case cost which is identified on the cookie invoice email approx. 1 month before cookie payment to province)*

****other revenue should only be used for unsold spring cookies sold in the following Guiding year. Be sure to include comments in the deposit*

SPRING 2018 COOKIE CAMPAIGN	
How many cases of chocolate/vanilla cases did you order ?	
What cost per case is on your invoice (May 14) or transfer?	
How many cases of chocolate/vanilla cases did you receive from another unit?	
What cost per case did the other unit charge you?	
How many cases of chocolate/vanilla cases did you transfer to another unit?	
How many cases of unsold cookies do you have?	
How many boxes did you use as gifts/snacks?	

Refer to Quick Tip [Quick Tip 17 – Making a Unit-to-Unit Transfer for Cookies](#).

When you transfer cookies between units, you may wish to have one Guider from each unit sign the [Unit to Unit Cookie Exchange form](#). If the receiving unit does not initiate the transfer prior to the Cookie Payment Date, Unit Banking, with this completed form, can do the transfer on their behalf.

What you should see on your Balance report:

Once you have completed the number of cases of cookies in each category above, the expense and revenue for fall and spring cookies will be populated into the second half of the Cookie Calculator.

Next, you should run the unit balance report and input the Fall Cookie Revenue and Spring Cookie Revenue in the bright yellow cells.

Please note all mint cookies paid for in the current guiding year should be deposited to fall cookie revenue

Fall cookie Purchases (EXP)	0
Fall Cookie Revenue	0
Actual Fall Cookie Revenue showing	
Difference	0

Explanation of the difference

Please note all chocolate/vanilla (c/v) cookies paid for in the current guiding year should be deposited to spring cookie revenue

Spring Cookie Purchases (EXP)	0
Spring Cookie Revenue	0
Actual Spring Cookie Revenue showing	
Difference	0

Explanation of the difference

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Please note all cookies paid for in a previous guiding year should be deposited to Revenue-Others

Revenue - Others	0
Actual Revenue - Others	
Difference	0

Explanation of the difference

This cookie calculator should assist in balancing the cookies on your yearend checklist. If you have identified the reason the cookies are not in balance, please attach the cookie calculator and the balance report to the yearend checklist, if it is submitted by paper.

Contact your Unit Banking Clerk, if you need assistance.