

## Cookie Reserve Fund

The cookie reserve fund will be used to reimburse Units who have paid for cookies that they were unable to collect for (if the Unit did not pay for the cookies, but the money was forwarded to the province by the Areas or Districts, they will be reimbursed accordingly). If the Area forwarded on the provincial cost and the Dare cost (\$41.95), both will be reimbursed.

The cookie reserve fund will only cover the cost of the cookies to Dare, unless the Area has prepaid the cookie expense in anticipation of receiving the money. If cookies are not paid for by a caregiver, the Unit/District/Area and Province will forfeit their profit. If, after the cookie reserve fund has been used, some or all of the cookie money is collected from the caregiver and then the reimbursements will be made in this order:

1. Cookie Reserve Fund
2. Unit
3. District
4. Area
5. Province

### Example:

Susan submits a cookie reserve fund request for one case, she will receive \$21.75. A few weeks later, the caregiver sends a payment of \$40.00. The reimbursement will be as follows:

\$21.75 will be reimbursed to the cookie reserve fund  
\$18.25 will be distributed to the Unit/District/Area/Province as per each cookie profit schedule

At the time when cookie payment is submitted to the province, a Unit may not be aware that there is a collection problem. The provincial office must be notified by January 31<sup>st</sup> for mint cookies and June 30<sup>th</sup> for spring cookies if there are any collection issues. At this time the Financial Accountability procedures will be followed to commence or follow up on the collection of outstanding money.

All information about the outstanding money – name of caregiver, address, phone number, number of cases received and amount of money still outstanding – must be submitted to the provincial office. This information should also include a breakdown of who is out money (Unit, District or Area – would depend on if money has been passed on or not). The province will begin collection activity and will request that any outstanding money be remitted to the provincial office. If the Unit, District or Area collects the money they must notify the provincial office immediately.

Units, Districts and Areas must do their due diligence to mitigate losses on cookie sales.

The cookie reserve fund will also be used to reimburse Units who have missing boxes of cookies in their cases, as per the new guidelines from national:

*Provinces are responsible for covering the cost of any damaged or missing boxes up to \$75.00 per campaign province-wide. Based on a current case cost of \$21.75, this amount covers up to 42 boxes of cookies for the province collectively. If more than 42 boxes of damaged or missing cookies are found, the national office will credit the province the entire amount.*

The province will pay Units/Districts with missing boxes at a rate of \$3.50/box.