

DISCOUNT CARD CLOSE-OUT SETTLEMENT SHEET

District Name: _____	Date: _____
Unit #: _____	Type of Unit: _____
Unit Discount Card Coordinator Name: _____	
Phone #: _____	
E-mail: _____	
NOTES: _____	

Summary:

Cards Ordered:..... _____

of Cards Sold:..... _____

of Cards Returned:..... _____

of Cards Misplaced, lost, stolen:..... _____

of Scouts who sold cards:..... _____

(Turned into council: Due by May Roundtable)

Amount Due Council: (Calculate Amount Due as Follows)

(A) Total Cards Sold: _____ **X \$10.00 = Total Dollars:** \$ _____

(Number)

(B) Total Dollars Earned: \$ _____ **X 50% = Amt. Due Council:** \$ _____

(\$ from line A)

(C) Lost, stolen or misplaced cards (\$10.00 each) Number x \$10.00: \$ _____

(D) Grand Total Amount Due Council: (line A – line B + line C = line D) \$ _____

(E) Total Unit/Scout Commission Earned: (1/2 of line A – line C = line E) (\$ _____)

(F) (If Partial Payment) List Amount Still Owed to the Council: \$ _____ (Include lost cards)

(money paid at close-out – line D = line F)

Check # _____ **or Cash** _____

***COMMISSION:** The unit receives 50% commission on each Discount Card sold as long as settlement is on or before the May Deadline. After that date your commission will drop to 5% for every week you are late. Units/Scouts will be responsible to pay for all lost, misplaced or stolen cards out of their earned commission at time of settlement.

TOP SELLER: _____ **Incentive Form turned in Yes/No?**
NAME OF TOP SELLING YOUTH: _____ **(Due at Turn-in Date):** _____

AMOUNT OF CARDS SOLD BY UNIT TOP SELLER: _____
Name of Unit Leader Turning in This Form: _____ **Phone Number:** _____

District Card Coordinator Signature: _____ **Date:** _____

Top Copy for the Council; Middle copy for Unit Leader; Bottom copy for the District Discount Chairman