

This form should be submitted to your service unit treasurer, along with a roster of the girls from the disbanding troop (form #133b "Troop Disband Notice - Roster of Girls").

Procedures for Handling Funds & Equipment From Disbanding Troops

1. All disbanded troops/groups must close their bank account and shall submit any remaining funds, together with the originals of the "Troop Financial Report" (including a list of assets), "Detailed Bank Account Activity Record", final bank statement, and checkbook to the Girl Scout council office within 30 days. If the troop/group does not re-register, or the girls do not continue within one year, the funds will be designated to Girl Assistance, crediting the service unit in which the troop was registered.
2. Submit a check for the outstanding balance, made payable to 'Girl Scouts', along with the original of the "Troop Disband Notice" to the council office, while keeping a copy for your files. The same applies to the other documents needed by the council office.
3. Girls need to decide how remaining funds are spent (i.e. on Girl Scout program or donated to our council).
4. Funds and equipment shall follow the girl membership in equal amounts. If girls continue and join other troops, a percentage* of the disbanded troop's money is given to the new troops. Refer to the *Council Volunteer Policies & Procedures*.
5. If no girls continue and join other troops, please offer any equipment purchased with troop funds to the service unit in which your troop was registered.

*The percentage is calculated by dividing the number of girls continuing on by the number of girls that are in the troop.
Example: if there are 10 girls in the troop and 3 are continuing on, those 3 girls would receive 30%.

Troop Disband Notice

Service Unit _____ Troop # _____ Date _____

Has current financial report been filed? Yes No If yes, give date _____

Name of Bank _____ Branch _____

Account # _____ Date account opened _____

Date account closed _____

Reason troop disbanded? _____

What disposal has been made of assets? (Funds and Equipment) _____

Signature of Leader _____

Signature of Treasurer Staff Liaison _____

