

Troop Disband Form and Procedures

Submit Form to Service Unit Director or Local Service Center

Procedures for Disbanding and Disbursement of Funds and Equipment

Disbanding Troop / Group

When a troop/group disbands or a project will not continue, the signers of the bank account must submit a final finance form with a final bank statement for the troop bank account, all funds and all property purchased with troop funds to the Service Area Director or local service center within one month of the troop/group disbanding.

Split Troop/Group

Funds and equipment shall follow the girl membership in equal amounts. The leader must issue a check proportionate to the number of registered girls in the disbanding troop.

Remaining Funds

The funds from a disbanding troop or portions not following a portion of a split troop shall be held in trust for a period of one year from date of notification at GSNEO for the membership of the disbanded troop pending reorganization or placement of the girls in other troops. Amount distributed to other troops where girls were placed should be proportional, based on the number of registered girls in the disbanded troop. Any money remaining at the end of this time shall be designated for financial assistance. No money should be directly given to any individual member.

Procedures

1. Disburse remaining funds based on placement of girls using a proportionate allocation to all registered girls.
2. Disburse equipment to follow girls into new troops.
3. Complete this form and a final financial form.
4. Submit the following items to the Service Unit Director or local service center:
 - Troop Disband Form
 - Financial Form (final)
 - Final Troop Bank Statement
 - Money Order or Certified Check for Undisbursed Funds (made payable to GSNEO)
 - Unplaced Troop Equipment

Troop Information

Troop:		Service Unit:	
Level:		Effective Date:	
Reason for Disbanding:			

Troop Funds & Equipment Summary

Funds transferred to the troop / group(s) that girls are joining:	\$
Money Order or Certified Check made payable to GSNEO for final funds:	\$

Amounts should agree to the worksheet on the second page calculating funds disbursed by registered girl.

Troop owned equipment has been distributed as follows:

Routing

Leader:		signature
Service Unit Director:		signature
Council:		signature

Troop Disband Form – Placement of Girls

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Girls Placement and Disbursement of Funds

Placement of Troop Girls				Allocation of Remaining Troop Funds		
Girl's Names	GSUSA ID (optional)	Continuing (Yes or No)	New Troop # or other plans	Disbursed to Troop #	Amount	Date Paid
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
10						
Remaining Balance Disbursed to GSNEO:						