



# Procedures for Handling Funds and Equipment from Disbanding and Splitting Troops

**Split Troop** – is when girls in the troop will be joining one or more other troops. This may or may not include the possibility of some girls remaining with the current troop. This does not include expected attrition of girls changing troops or moving.

Funds and equipment shall follow the girl membership in equal amounts. A check will be issued to the new troop(s). This disbursement will be reflected in each troop’s Financial Record Report (Form #300F).

**Disbanding Troop** – is when the girls in the troop will not join another troop. They will either register as Individual Members or not register at all.

All disbanding troops shall submit the information below to the service unit manager or council representative within 30 days of the decision to disband. When the troop disbands, all records and equipment must be deposited with the local Girl Scout Office or Center. The girls in the troop may designate a special use for the money such as: specific gift for a camp, Camperships, Destinations Fund, Juliette Low Leadership Society, etc. If the troop does not designate any special use, all monies will be sent to the council.

### Funds of Disbanding Troops

- A. Troop leader submits the original *and a copy* of the following to your service unit manager or council representative:
  - a. Troop Financial Record Report (#300F)
  - b. Troop Disband Notice (see below)
  - c. Final Bank Statement
  - d. Equipment Inventory List (i.e., crafts supplies, troop books, camping equipment, etc.)
- B. Submit a check to your council representative for the outstanding balance from the troop account made payable to “Girl Scouts of Eastern Oklahoma.”
- C. Arrange to deposit equipment and troop records with the service unit or local Girl Scout Service Center or Office.
- D. The service unit manager will forward copies of all information to the council representative for council records.

----- Date: \_\_\_\_\_

### TROOP DISBAND NOTICE

Service Unit: \_\_\_\_\_ Troop: \_\_\_\_\_ Level (circle one): DA BR JR CD SR AMB  
 # Girls Registered in Troop: \_\_\_\_\_ # Girls Placed: \_\_\_\_\_ with Troop \_\_\_\_\_ # Girls now Individual Members: \_\_\_\_\_  
 # Girls on Waiting List: \_\_\_\_\_ # Girls Placed: \_\_\_\_\_ with Troop \_\_\_\_\_ # Girls Dropped: \_\_\_\_\_

Checklist (list date turned in):

- a. \_\_\_\_\_ Troop Financial Record Report (#300F)
- b. \_\_\_\_\_ Final Bank Statement
- c. \_\_\_\_\_ Check for Outstanding Balance
- d. \_\_\_\_\_ Equipment Inventory List
- e. \_\_\_\_\_ Equipment and Assets

<b><u>BANK INFORMATION</u></b>
Bank Name: _____
Branch: _____
Account Number: _____
Dates opened/closed: _____

Leader Signature: \_\_\_\_\_ Service Unit Manager Signature: \_\_\_\_\_