

GSHPA Policy: Custodial Accounts for Disbanded Troop/Group Treasuries:

In the event of the disbanding of troops, service units, or other groups authorized by the Council to have or maintain bank accounts, the balances of such accounts shall be deposited in the custodial fund of the Council until such time as the disbanding troop/group can be reorganized. Should more than 18 months elapse without reorganizing the troop/group, the Board of Directors, or a committee of the board so charged, shall have the power to determine the appropriate use of the disbanded troop/group's funds.

GSHPA Procedure: Disbanded Troop/Group Funds

Remaining money in disbanded troop/group accounts does not belong to individual girls and should not be refunded to them. The procedure for handling funds in troop/group accounts when troops/groups disband is as follows:

- A volunteer should close the troop/group bank account by asking the bank for a check for the amount remaining in the account
- Have the check made payable to Girl Scouts in the Heart of Pennsylvania
- The check must clearly note the service unit number and troop/group number
- The check should be attached to a Disbanded Troop/Group Funds form and be sent to the council headquarters at GSHPA, 350 Hale Avenue, Harrisburg, PA 17104** for processing into the custodial account until such time as all or some of the disbanding troop/group members reorganize.
- Both troop/group volunteers and service unit managers/Membership Associates should be informed about the date and amount of money deposited at the administrative office from the disbanded troop/group; submit the year-end Troop/Group Finance Report to the service unit manager or Membership Associate
- Funds remain available for 18 months for troop/group reorganization

Section 1: General Troop/Group Information

Troop/Group # _____ Service Unit # _____ Grade-Level: Dsy. Br. Jr. Cad. Sr. Amb.

Leader/Advisor of Disbanding Troop/Group: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Membership Year Troop/Group was Last Registered: Oct. _____ through Sept. _____

Section 2: Treasury Balance Information

Reason Troop/Group is disbanding: _____

Please check one:

A check made payable to *Girl Scouts in the Heart of Pennsylvania* for the remaining treasury balance of \$ _____ for Troop/Group # _____ is attached to this form. The account was closed on ___/___/___ (month/date/year).

There is no remaining treasury balance for Troop/Group # _____.
Account # _____ at _____ (financial institution) was closed on ___/___/___.

Section 3: Authorization Signatures

Troop/Group Leader Name (please print): _____

Troop/Group Leader Signature: _____ Date: _____

For Office Use Only
Date Received in Finance Department: _____
Date Membership Associate Notified (by Finance): _____