

# Troop Disbanding Checklist

## To Start

- Make council aware of your intention to disband your troop, either via TPF or communication with your VSC.
- Pick a disbandment date for your troop.

## Next Steps

- When you are within a week of disbanding, please ensure you are not using your bank account, as all transactions must be cleared.
- Fill out the [Troop Banking Closure Form](#).
- Council will provide a closure letter for your bank. If you chose a partner bank, council will send the closure letter to them. If you have chosen to bank with a non-partner bank, you will have to take the closure letter to the bank yourself to close out the account.
- When closing your account, turn the remaining funds over to “Girl Scouts in the Heart of Pennsylvania — Attn: Troop Banking”.
- If you have a non-partner bank, you must let council know after you have closed the account.

## What Happens to the Funds?

Prior to disbanding, the group may decide to donate any unused funds to a worthwhile organization, to another group, or for girl activities. Any remaining balance left in the account will then become property of the council to be held in a custodial fund until such time as the disbanding troop/group can be reorganized. Should more than 6 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 custodial funds.

*\*In the event of the dissolution or disbanding of a troop or other circumstances by which the signatures on record are unavailable, the Chief Executive Officer or one of her/his designees shall be authorized to sign checks transferring the funds from the troop account or other account to the custodial account of the council.*