



# TROOP DISBANDING REPORT

Troop Leaders are to complete both sides of this form legibly and submit to your Volunteer Services Manager within one (1) month of the final troop meeting/event.

Date \_\_\_\_\_ Troop # \_\_\_\_\_ Service Unit # \_\_\_\_\_

Prepared by \_\_\_\_\_ Position \_\_\_\_\_  
\_\_\_\_\_

## TROOP BANK ACCOUNT INFORMATION

Date of Account Closure \_\_\_\_\_ Final Amount in Troop Bank Account \$ \_\_\_\_\_

Explanation of final funds? \_\_\_\_\_  
\_\_\_\_\_

Reason(s) for Troop Disbanding \_\_\_\_\_  
\_\_\_\_\_

## DIRECTIONS FOR SUBMISSION

### Complete the following:

- Troop Finance Report Summary
- Troop Finance Report Ledger Page(s)
- Miscellaneous Summary  
*The two (2) signers initial below the last journal entry indicating the end of the current information. Check each transaction (all sheets) to make sure income and expenses accurately balance. If a computer bookkeeping program is used, a print out from that program may be substituted for the ledger pages.*

### Submit all the following documents together:

- Disbanding report (signed)
- Troop Finance Report Summary (Report must start with the date of the last submitted report and end with the date the report is returned into GSOH, and be signed by both troop bank account holders)
- Finance Report Ledger pages
- Miscellaneous Summary
- Bank statements
- Documentation from the bank showing the troop bank account is closed—the troop bank account needs to be closed as soon as there are no pending troop transactions
- Cashier's check, if applicable, made out to Girl Scouts of Ohio's Heartland if there funds remaining

**Submit all paperwork to Volunteer Services Manager (VSM) within one (1) month of troop's last meeting/event.**

**Receive confirmation.** Receipt of the report by VSM will be acknowledged via electronic communication to the signer of the disbanding report. If you do not receive confirmation within three (3) business days, it is the responsibility of the signers to ensure delivery and follow up with the VSM to confirm receipt. Please follow up!

**Funds from disbanding troop are held for one year in case the troop reorganizes or girls rejoin other troops. At the end of the year, any remaining money is used to provide financial assistance to girls.**

# TROOP DISBANDING REPORT

Please legibly write each name of the girls registered with the troop and check the appropriate column for each girl.

Name of Girl Member	Continue in New Troop	Continue as IRG	Not Continuing

Please legibly write each name of the adults registered with the troop and check the appropriate column for each adult.

Name of Adult Member	Position	Continuing	Not Continuing

**SIGNATURES OF TROOP LEADERSHIP**

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Please keep a copy of this report for you records. Submit the original to your Volunteer Services Manager with all supporting documents within one (1) month of troop's last meeting/event.