

Please submit this form to your **Service Unit Manager** within one month of troop

## disbanding. Troop Information:

Troop #: \_\_\_\_\_ Service Unit: \_\_\_\_\_

Co-leader(s): a) \_\_\_\_\_ b) \_\_\_\_\_

Email: a) \_\_\_\_\_ b) \_\_\_\_\_

Phone: a) \_\_\_\_\_ b) \_\_\_\_\_

Grade Level ☐ Daisy ☐ Brownie ☐ Junior ☐ Cadette ☐ Senior ☐ Ambassador

Why is the troop closing? ☐ Leaders ☐ Girls ☐ Aging Out ☐ Merging with another Troop

If disbanding or merging, please share reason:

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## Girl Status:

Please identify by number, the category(s) which apply.

\_\_\_\_\_ Aging Out

\_\_\_\_\_ Placed in other troops

\_\_\_\_\_ Merging with another troop

\_\_\_\_\_ Interested in another troop but not yet placed

\_\_\_\_\_ Are registering individually as Juliette Girl Scouts

\_\_\_\_\_ Do not plan to continue as a member of Girl Scouts at this time.

**TOTAL \_\_\_\_\_ NUMBER OF GIRLS CURRENTLY REGISTERED IN THE TROOP**

## Troop Disbanding Checklist:

Troop records, books, supplies, equipment, etc. have been given to:

\_\_\_\_\_ New Co-Leader \_\_\_\_\_ Service Unit Manager Other: \_\_\_\_\_

Individual girl records (i.e. health form, badge work, permission slip) have been given to the:

\_\_\_\_\_ Girl's Family \_\_\_\_\_ Co-Leader of the girl's new troop(s) Other: \_\_\_\_\_

Arrange with Service Unit Finance Consultant to:

- Disburse any remaining troop funds
- Close the troop bank account.
- If your troop has been active and utilized your troop bank account after you submitted the most recent annual Troop Financial Activity Report - complete the [Final Troop Financial Activity Report](#) (click link) and follow the instructions included.

☐ Remaining Troop funds totaling \$\_\_\_\_\_ will be disbursed as follows:

**(No cash disbursements, gift cards, or individual monetary gifts are allowed.)**

\$\_\_\_\_\_ To be deposited in each girls new troop's bank account

\$\_\_\_\_\_ To be deposited in the Service Unit bank account

\$\_\_\_\_\_ Troop Choice of donation to non-profit organization (i.e. GSWNY Campership Fund)

Completed by: Name \_\_\_\_\_ Date \_\_\_\_\_

Troop Position: \_\_\_\_\_ 6/2025



## **The Final Troop Financial Activity Report Instructions**

Dear Troop Leader,

Thank you for all of the time, energy and skill you have put into volunteering for Girl Scouts.

The **Final** Troop Financial Activity Report is in addition to the annual T-FAR submission. It is a hard-copy (vs. the annual on-line submission) and is page 3 of this document. The **Final** T-FAR is to capture any finance activity your troop may have had between your last annual T-FAR on-line submission and when you close the troop bank account.

- Please complete the Final T-FAR at the time you close your troop bank account.
- If you didn't have any account activity and/or you closed your bank account at the time of your last regular annual T-FAR submission, check the boxes within the Income and Expense sections provided on the form.
- Please indicate in the bottom box the outcome (be specific) of any remaining funds. (i.e. the troop is merging and the funds went into another troop account, the funds were split amongst the girls transferring to other troops, a donation was made to the service unit, etc.)
- Attach a copy of the bank statement which indicates the account is closed.
- Submit form and statement to your Service Unit Finance Consultant to close your troop's financial records. Also, email a copy to [Financereports@gswny.org](mailto:Financereports@gswny.org).
- Please use the troop closure form if you haven't already. It serves as a checklist through the process and is a document collected by the Service Unit Manager to complete your troop'

Once again, thank you for all you have done with this troop to make the world a better place!

Remember, the door to the varied ways to volunteer with the Girl Scouts of Western New York is always open!

Most sincerely,

GSWNY STAFF

# FINAL TROOP FINANCIAL ACTIVITY REPORT

Date: \_\_\_\_\_ Membership Year: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Please submit this completed form together with the bank statement which shows the bank account is closed to your Service Unit Finance Consultant and email a copy to [financereports@gswny.org](mailto:financereports@gswny.org)

Troop #	Service Unit:	County:
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INCOME	
\$	Ending Balance From Last Reporting Period
\$	Total gross income from Fall Product sale
\$	Total gross income from Cookies
\$	Troop dues
\$	Membership registration
\$	Fees for events & activities
\$	Donations
\$	Additional money earning projects
\$	Other income
\$	<b>TOTAL INCOME</b> <input type="checkbox"/> No Income Since _____ T-FAR Submission (Year)

EXPENSES	
\$	Total paid to GSWNY – Fall Product sale
\$	Total paid to GSWNY – Cookies
\$	Troop meeting costs
\$	Field trip/event costs
\$	Camping trip costs
\$	Service Projects:
\$	Membership Registration Fees:
\$	Pins, badges, patches and books
\$	Other Expenses (specify):
\$	<b>TOTAL EXPENSES</b>
\$	<b>BALANCE</b> (Subtract expenses from income) <input type="checkbox"/> No Expenses Since _____ T-FAR Submission (Year)

## Bank Account Information

Bank Name:	Date Bank Account Closed:
Account Balance? If so, please share what was done with any remaining troop funds:	