

Graduating Troop Procedure

Congratulations! It is a great accomplishment for a leader to maintain a Girl Scout troop through their high school graduation. Whether you've been their troop leader from the beginning, or taken that role on partway through their journey, you helped these girls cross the finish line. Thank you!

Important steps for troops who are graduating:

1. Resolve troop financials appropriately.
2. Complete troop closure paperwork.

Step 1: Resolve Troop Financials

It is the troop treasurer's responsibility working with the troop leaders to address the financial closeout of the troop. There are a few important elements of closing out the troop financials:

- Girl Scouts should be consulted on how they would like their funds to be spent and their assets dispersed. The troop treasurer or leaders should make a reasonable attempt to contact Girl Scouts; however, if unable to gain a quorum, the leader may disperse funds based on the wishes of the girls who have responded to the outreach.
- Troop funds **CANNOT** be spent **on** non-members or **by** non-members. If the troop has graduated and has funds that have not been disbursed while girls and leaders have active memberships, the funds **must** be donated to the local service unit team or to the GSHNJ council offices.
- Troop funds **CANNOT** be given to individual girls for their own personal benefit either as direct monetary funds, scholarship funds, or in the form of an asset costing >\$50.
- Troop assets, such as outdoor equipment, craft supplies, or troop-purchased books **CANNOT** be given to an individual. Assets can be donated to another troop, to the local service unit, or to the GSHNJ council offices.
- Troop funds **CAN** be spent by a troop in any number of ways:
 - Have a party to celebrate the girls' achievement.
 - Take a trip, plan a fun activity, or attend a Girl Scout program.
 - Donate to a favorite charity – perhaps one that the troop worked with regularly.
 - Donate to your local service unit team or the GSHNJ council offices.

Closing the Troop Account

Once the final check clears the troop checking account, the troop treasurer will contact the bank to close the account. You will need to follow your own bank's procedures for doing this. You should also destroy any remaining checks and debit cards.

Finishing Closing Paperwork

The troop treasurer should submit evidence of the final troop bank account closure along with a final Troop Finance Report to the troop leader for submission with the Graduating Troop Form (below). It is recommended that bank records (monthly statements) be maintained for a period of 7 years. It is suggested that these be held by the troop leader in the event that an audit is required.

Step 2: Closeout Troop Paperwork

It is recommended that all troop non-financial records (e.g. troop rosters, permission slips, troop event records) either be distributed to the girls, or be destroyed – preferably by shredding. Files can be brought to a council office for shredding if needed.

Graduating troops are expected to submit a Graduating Troop Form (below) to info@gshnj.org within 30 days of their troop's last meeting. This form includes confirmation of the tasks related to closing down the troop, and should be accompanied by the final Troop Finance Report and evidence of the troop bank account closure.

Thank you!

Thank you for your tremendous volunteerism, leadership, and continued support in making Girl Scouting such a positive an experience for your girls, families, and other troop volunteers. We appreciate all you have done for Girl Scouting! If you have further questions, contact info@gshnj.org for assistance.

Checklist for Graduating Troops

This checklist was developed to help with the graduating troop actions. You do not need to turn this form in and based on your unique situation, not all steps may apply.

- GSHNJ council staff has been notified of your intention.
- Your troop treasurer has distributed all unspent troop funds.
- Your bank account balance is zero and your account is closed.
- Any checks from closed bank accounts have been destroyed, your financial records are safely stored with a troop leader.
- Evidence of any closed account has been sent to info@gshnj.org with a final Troop Finance Report for that troop.
- Any materials (books, flags, supplies, outdoor equipment) borrowed from your service unit or GSHNJ council offices have been returned.
- All troop assets have been donated to another troop, your service unit, or to GSHNJ council offices.
- You have submitted a Graduating Troop Form (below) to info@gshnj.org.
- All girl records (attendance, badges, accomplishments, health history, service) have been provided to the families of girls or shredded.

Graduating Troop Form

Within 30 days of the last troop meeting, please complete this form and submit it to info@gshnj.org with a final Troop Finance Report and evidence that your bank account is closed.

Troop #:

Date Troop will/did graduate on:

Graduating Troop Primary Contact (who is submitting this form):

Name:

Phone:

Email:

Date form being submitted:

Troop Finances

Bank Name:

Bank Location Address:

Account Number:

Financial Records retained by:

- Final Troop Finance Report attached
- Evidence of account closure attached

Troop Equipment:

- Donated
- Transferred to (Name, email):

Notes:

Troop Records:

- Destroyed
- Transferred to (Name, email):

Notes:

COUNCIL-STAFF USE ONLY

- | | |
|-------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> SU Team notified | <input type="checkbox"/> Funds allocated |
| <input type="checkbox"/> Checkbook/register destroyed | <input type="checkbox"/> Account closed (evidence provided) |
| <input type="checkbox"/> Loaned equipment returned | <input type="checkbox"/> Troop Finance Report received |

Troop Finance Report Instructions

The purpose of this guide is to assist you in preparing your final Troop Finance Report. These figures will be submitted to council through the Volunteer Toolkit Finance Tab by your troop leader. If you have any questions, please contact your service unit treasurer or service unit manager.

Ending Balance from Prior Year

This amount should be one of the following:

- Amount carried over by troop/group from prior year (must match ending balance from prior year Troop/Group Finance Report) **OR**
- Amount received at time of change in troop/group leadership (must match ending balance from prior year Troop/Group Finance Report **OR**
- \$0 if troop was newly established during the year.

Types of Income

Adult and girl registration fee: Monies paid directly to troop for GSUSA girl and adult annual membership dues paid at registration.

Dues: Any money paid by girls/families to the troop on a weekly, monthly, or annual basis.

Product Programs troop profit: Income earned by troop/group for the Fall Product and Cookie Programs. These amounts must reconcile to the reports submitted by the troop to the service unit product program manager(s)/council.

Fees collected for events/activities: Monies paid to the troop/group to help cover the cost of troop/group, service unit and/or council events or activities. For example, if the troop went camping and each girl paid \$5 to help cover the expense of the trip.

Other money-earning activities: All money earned/received for activities associated with a council-approved money-earning project such as a garage sale, car wash, etc.

Miscellaneous income: Funds collected/earned not otherwise classified.

Record of Donations Received

Details regarding monetary in-kind gifts, and reporting requirements for them, can be found in [Volunteer Essentials](#). You must provide details about any donations of money, goods, or services from businesses or anyone other than girls or family members (including businesses owned by families).

Types of Expenses

Adult and girl registration fee: Monies paid directly by troop for girl and adult annual membership dues paid at registration.

Activity and event expenses paid: Registration expenses incurred for participation in troop, service unit, and/or council activities or events. Example: Children's Museum entrance fee, SU Camporee, or council Cookie Rally.

Troop supplies: Expenses incurred for purchase of supplies used by the troop. Items may include troop supplies for regular meetings (pens, pencils, paper), or supplies specific to a troop activities (materials to do a Journey or Badge activity such as seeds and potting soil). **DO NOT** record expenses for supplies associated with service projects or events under this category.

Service projects: Any expense related to Take Action or community service projects performed by the troop. Include any materials purchased to implement the project.

Awards and recognitions: Journey awards, badges, patches, pins or other recognition awards purchased to recognize the accomplishments for the girls or gifts/awards to recognize contributions of troop/group adults.

Room or space rental: Fees paid for use of meeting place facilities or rental of site for activity such as campsite use.

Other miscellaneous expenses: Expenses incurred not otherwise classified. (Please list details.)

Troop Finance Worksheet

Use this worksheet to organize your troop/group financial data for input into the Troop Finance Report in the Volunteer Toolkit. Due to the inclusion of sensitive account information, we advise that you not email or fax this form.

Troop leader _____ 5 digit troop # _____ # of girls _____ # of adults _____ Service unit number _____

Program level (check all that apply): D B J C S A

Will your troop be continuing next year? Yes Undecided No

If your troop is graduating this year, please follow the steps outlined on the Graduating Troop Form. If your troop is not graduating, but will not be continuing next year, please complete the Disbanding and Transitioning Troop form. These forms may be completed and emailed to info@gshnj.org.

Troop leader will submit report through the Volunteer Toolkit Finance Tab annually by June 30th. See Troop/Group Finance Worksheet Instructions regarding listing income and expenses. Make two copies of completed form. One stays with troop/group as a record of account for girls and parents. One copy PLUS latest troop bank statement goes to the service unit treasurer or service unit manager.

Name of financial institution Account number

Account type: checking savings both

Names of authorized signers:

Signer #1 _____

Signer #2 _____

Signer #3 _____

If troop/group account has not been established, troop/group cash is in the custody of:

Name Telephone number Email

Address City/State/Zip

Individual completing report:

Name Telephone number Email

Address City/State/Zip

Record of donations received. If you have additional donations, please include on a separate paper.

Date Donor name Telephone

Donation description Monetary value

If the troop/group's ending balance is more than \$500, what are the girls' plans for the use of these funds?

I certify that the above is an accurate statement of income and expenses for the year.

Troop treasurer name signature date

Troop/Group Income Expense Statement

A – Ending balance from prior year \$ _____

Current year income (July 1, 20 – May 31, 20)

Adult and girl registration fees	\$ _____
Troop dues	\$ _____
Fall Product Program profit	\$ _____
Cookie Program profit	\$ _____
Event/activity fees	\$ _____
Other money-earning activities	\$ _____
Miscellaneous income (specify)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

B – Total income \$ _____

C – Grand total (A+B) \$ _____

Current year expenses (July 1, 20 – May 31, 20)

Adult and girl registration fees	\$ _____
Activity and event expenses	\$ _____
Troop supplies	\$ _____
Service projects	\$ _____
Awards and recognitions	\$ _____
Room or space rentals	\$ _____
Other miscellaneous expenses (specify)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

D – Total expenses \$ _____

E – Ending Balance (C-D) \$ _____

Reconciliation of Funds and Accounts

Total balance on last bank statement	\$ _____
Total outstanding deposit	+ _____
Total outstanding checks	- _____
Grand total (should equal line "E")	\$ _____