



Purpose of the Policy: To determine the treatment of money and assets held by Units, Districts, Regions, Support Groups or other Guiding entities in recess.

Authority: The Board of Girl Guides SA owns this policy and is responsible for its administration.

1. Entities in Recess

- 1.1. The CEO must be notified when a Unit, District, Region, Support Group or other Guiding entity goes into recess, on the form "ADM 23 Closure /Recess of Unit or District". The CEO will take appropriate action to record the changes in the database.
- 1.2. The Region or District Manager responsible shall advise the CEO of all accounts and balances held by Units, Districts, Support Groups or District Management Teams etc that go into recess.
- 1.3. The Region or District Manager responsible shall then treat each situation according to the guidelines set out below.

2. Accounts holding less than \$500.

- 2.1. An account containing less than \$500 after all outstanding debts and commitments have been met, shall be audited and the balance paid directly to the account of the District or Region responsible. The bank account should be closed.
- 2.2. In the event of the group in recess being responsible for a hall or property the balance of monies should be used for any hall upkeep or expenses.
- 2.3. At the discretion of the District Manager, or Region Manager if there is no District Manager, and after consultation with Unit Leaders, a portion of any funds available may be paid to unit/s that girls from the closed unit now attend.
- 2.4. If the group is re-formed within 2 years the District or Region Manager will return the balance of money remaining to the account of the group without the allocation of interest.
- 2.5. After a total holding period of 2 years from the date of recess, any money remaining may be used for the support of Guiding (eg training costs, uniform costs, registering a unit etc) at the discretion of the District or Region Team.
- 2.6. No claim by the original source of these monies will be allowed after a total period of 2 years from the date of recess/closure.

3. Accounts holding more than \$500 but less than \$1000.

- 3.1. Accounts holding more than \$500 but less than \$1,000 should be closed according to the guidelines applicable for amounts of less than \$500, and the balance over \$500 paid to the Region account.



4. Accounts holding more than \$1000.

- 4.1. An account with more than \$1,000 should be closed according to the guidelines applicable for amounts of less than \$1000, and the remaining balance paid to Girl Guides South Australia.
- 4.2. The balance paid to GGSA will be identified and kept in the Guide Development Fund and any outstanding debts and commitments including property commitments will be paid out of this account.
- 4.3. If the group is re-formed within 2 years, Girl Guides South Australia will return the balance of money to the group. If the group is not re-formed within two years, the money will remain in the Guide Development Fund for use according to the guidelines for this fund.

Examples of disbursement of funds from a closed unit:

Unit closes with this amount of money	Money retained by District	Money retained by Region	Money retained by GGSA
\$450	\$450		
\$950	\$500	\$450	
\$1500	\$500	\$500	\$500

5. Other Assets.

- 5.1. Other assets of the entity in recess shall be distributed within the District or Region. The relevant Manager is responsible for this action.
- 5.2. Where larger assets such as tents, boats, trailers, sheds are not wanted within the District or Region, the State Commissioner should be advised.
- 5.3. As a result of the re-distribution of assets, the CEO should be advised of the changes to the hall inventory for both the group in recess/closed and those gaining assets.



UNIT OR DISTRICT DETAILS

Unit name:	Age group:	District:
Meeting place:		Region:
Address:		

BANK ACCOUNT INFORMATION

Account Name:	BSB and Acc No:
Contact address:	Bank:
	Branch:
Signatories: (Print names)	

DETAILS OF CLOSURE OR RECESS

Unit or District closed	Reason:		
Unit or District in recess			
Discussed with Region or State:	YES	NO	Date: / / 20
Name:	Position:		
Signature:	Date: / / 20		

EXPLANATORY NOTES

- When a Unit or District is closed, its funds are disbursed as set out in the GGSA Groups in Recess policy
- One copy to be forwarded to the CEO and one retained in District/Region records.

FOR OFFICE USE ONLY

Database:		
Members transferred		Added to Board records list
Unit closed		Assets distributed