

ADVICE OF TREFOIL GUILD RECESS / CLOSURE

Please type or print clearly in black pen.

Guild Details:	
Guild name:	
Meeting place street address:	
Girl Guide Region / Area:	
Members transferring to other Guilds: (Attach another page if required)	Guild name:
Equipment and Records: The record books, banners etc. of a recessed or closed Guild are to be hande will be held for up to two years, or returned to the Trefoil Guild if it re-opens Handbook.	before that date. Refer to Trefoil Guild
Details of equipment and record books transferred to State Trefoil Guild Ac	lviser for safe keeping:
Date forwarded:	



Bank Account details:

Guild Funds:

For a Guild in **recess** the account is to be audited, the Bank account closed, and total funds held in trust in a "Holding account" by the State Trefoil Guild Adviser. These will be held for up to two years or returned to the Guild if it reopens before that date. Refer to Trefoil Guild Handbook.

For a Guild which has **closed**, the account is to be audited before being closed. Members may choose to donate their funds to Guiding, to a recognised charity, or, if the remaining members move to an existing Guild they may choose to transfer their funds to that Trefoil Guild's account

The STGA must be informed of the dispersal of the funds and presented with the audit report.

General Account:		
Name:		
BSB No:	Account Number:	
Bank:	Branch:	
Signatories' names: (please print)	Position	
	D.	
Contact address:		
Term Deposit or Other Account (e.g. Special Purpose Account):		
Name:		
Purpose of account:		
BSB No:	Account Number:	
Bank:	Branch:	
Signatories' names: (please print)	Position:	