

Accounts Audit - How to complete this form



This audit sheet should be completed by the responsible Commissioner(s) for the District/Division and submitted to the County Treasurer by 30 April of the following year.

It can be completed electronically and emailed by the Commissioner (in lieu of a signature) or it can be printed and completed by hand.

The easiest way to use this audit sheet is to use it as a simple checklist by listing all your Units/Districts and dating each one as the accounts are received

I am a Division Commissioner, what should I include?

- All Districts within your Division
- If there are no Districts then all Units in your Division
- If there is a District with no Commissioner, then the Units within that District
- Any Trading Depot, Friends of Guiding Group or other affiliated groups at Division level (and at District level if there is no Commissioner)

I am a District Commissioner, what should I include?

- All Units within your District (including any separate Camp/Holiday accounts)
- Any Trading Depot, Friends of Guiding Group or other affiliated groups at District level or belonging to any Unit in your District

There are two useful documents on the County website which may help you in your role:

- Unit Accounts Process: https://www.girlguidingglos.org.uk/uploads/5/7/4/2/57427995/unit_accounts_process2.pdf
- Accounts Advise: https://www.girlguidingglos.org.uk/uploads/5/7/4/2/57427995/accounts_advice.pdf

If you have any further questions or need any support within your District or Division to get accounts completed then please contact the County Treasurer.

The email address of the County Treasurer is treasurer@girlguidingglos.org.uk