Guiding Logo

Date

Constitution of 1st xxx unit

The xxxx unit is registered with Girlguiding, charity number 306016. It is excepted from separate registration in accordance with the Charities Act 2011 by virtue of the Charities (Exception of Certain Charities for Boy Scouts and Girl Guides from Registration) Regulations, 1961 (SI 1961 No. 1044).

The xxx Unit exists to provide opportunities for girls and young women to develop their potential and to make a difference to the world, adhering to the guidelines and policies of Girlguiding UK for the conduct of Units.

The xxx Unit is financed by**:**

* [subscriptions](http://guidingmanual.guk.org.uk/policies/finance_and_property/annual_subscription.aspx) from members
* income derived from fundraising
* income from investments and deposits
* other sources, e.g. grants, royalties, donations and legacies.

The xxx Unit is responsible for its own financial affairs, although it may delegate some fundraising to a supporter group. The Unit Leader may delegate the record-keeping to another responsible adult but she remains responsible for ensuring that the accounts are properly maintained.

**The Unit Leader:**

* is entrusted with the safe keeping of the unit's funds
* is responsible for seeing that a proper account of the funds is kept
* if delegating the accounts to a Unit Treasurer, must review them herself on a quarterly basis
* must ensure that anyone managing unit accounts, who is not a member of the unit leadership team, is registered as a Unit Treasurer
* must ensure that the accounts are independently reviewed each year
* must ensure that a simple annual report statement is written to accompany the annual accounts.

All funds held on behalf of members of the xxx Unit (other than petty cash, which must be kept to a minimum for reasons of security) must be:

* kept in the name of the Unit in a bank or building society account

  or

* invested on behalf of the Unit concerned.

There must be at least two signatures for a withdrawal from any bank or building society account. The people who sign (signatories) must not be related to one another. It is recommended that every account has three signatories, with two being required to make a withdrawal

If a unit is inactive, its funds and property are held 'in trust' by the xxx District for up to one year, after which time the assets must be disposed of as outlined below.

The assets are deemed to belong to Girlguiding and on disbandment, all property and the unit registration certificate will be handed over immediately to the relevant Commissioner acting on behalf of Girlguiding. The District Committee assumes the responsibilities of any disbanded unit.

 Signed: (Unit Leader)

 Printed Name: Date:

 (Unit Treasurer)

 Printed Name: Date:

 (District Commissioner)

 Printed Name: Date: