

Receipts and Payments Summary

Support Group/District Support Team

This form is to be completed by the Support Group/District Support Treasurer to report an annual financial summary to Girl Guides Queensland.

This form is to be completed in **duplicate**. One copy to be held by the District and one copy for the Support Centre.

Support Centre copies must be received by the **30 April** each year.

1. Receipts and Payments

Balance at 1 January \$

Receipts	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Receipts	\$

Payments	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Payments	\$

Balance at 31 December	\$
Bank reconciliation at 31 December	\$
Balance as per bank statement 31 December	\$
Add deposits not credited	\$
Less outstanding cheques	\$
Balance as per cash book 31 December	\$

Financial Ye 1 January	ear 31 December
District	
District	Support Group District Support Team
Region	

2. Bank Account Details

Name of bank the account is held with

Account Na	ame
BSB	
Account Nu	
Account Sig	gnatories print name
1.	
2.	
3.	
3. Certif	ication To be signed prior to audit
As SG/DST	Treasurer, I certify these records are correct
Name	
Signature	
Date	
As SG/DST	President, I have sighted these records
Name	
Signature	
Date	
As District I	Leader, I have sighted these records
Name	
Signature	
Date	
4. Audit	ors Certificate
I have exar	nined the accounts of
for the year	ending
required. In so as to give	btained all the information and explanations my opinion the Statement is properly drawn up re a true and fair view of the movement in the ring the year.
Name	
Signature	
Date	

Information supplied on this form will be dealt with in accordance to the Privacy Statement and Policy of Girl Guides Australia and the relevant State or Territory Girl Guide organisation (if applicable).