

# Girl Guides Queensland Receipts and Payments Summary

Unit or District

This form is to be completed by the Unit or District Manager to report an annual financial summary to Girl Guides Queensland.This form is to be completed in **duplicate**. One copy held by the Unit or District and one copy for the Support Centre to be forwarded via the District and Region Manager. Support Centre copy must be received by **30 April** each year. **Each bank account requires a separate form.** 

#### 1. Receipts and Payments

Balance at 1 January	\$
Receipts	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total 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 Y	ear	
Unit		
District		
Region		

#### 2. Bank Account Details

Name of bank the account is held with

Account Name
BSB
Account Number

Account Signatories for the audited year print name

1.	
2.	
3.	
4.	
5.	

### 3. Certification

To be signed prior to audit

I certifiy these records are correct I have sighted these records

	0	
Unit Leader	District Manager	
Signature	Signature	
Date	Date	

## 4. Auditor's Certificate

I have examined the accounts of

for the year en	ding
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and have obtained all the information and explanations required. In my opinion the Statement is properly drawn up so as to give a true and fair view of the movement in the account during the year. I warrant that I have no conflict of interest in auditing these reports eg: I am not related to, or hold any position in connection with, the Unit/District/Region/ Support Group. Contact the Finance Manager at the Support Office on (07) 3357 1266 for further enquiries.

Name (Please print)	
Qualification	
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).