# Girlguiding Hampshire West

# Unit Accounts Summary

|  |  |
| --- | --- |
| Unit/Level |  |
| Unit Leader |  |
| Unit Trustees |  |
| Name the bank account is held in |  |
| Bank/Building Society |  |
| Sort Code |  |
| Account Number |  |
| Signatories and roles |  |
|  |
|  |
| How many signatories needed to sign cheques and online transactions |  |
| Who has access to online banking |  |
| Online transactions available by who |  |
| Debit card | Yes / No |
| Debit card used by |  |
| Financial Year (Month and Year) |  |
| End of Year Balance |  |
| Person responsible for keeping the accounts |  |

I confirm that the:

i. Information given above is accurate

ii. Unit accounts have been independently reviewed

Signed by Unit Leader Dated

Upon completion, this form should be returned by the unit leader to the district/division commissioner, together with a copy the unit’s end of year accounts balance sheet, independent reviewer’s checklist and confirmation form, plus budget for the following year.