

# Girlguiding Hampshire West

## 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	
Location of bank documents, cheque books, etc	

### 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.