This form is to be completed by the District Commissioner or Team Leader (where there is no DC then the Division Commissioner should complete the form).

1. Complete all sections for ALL UNITS in your District/Team/Division

2. When you (or your nominated representative) have seen the completed accounts, date and sign the sheet.

3. **Return form to your Division Commissioner by 31st March 2022. The form should then be returned to the County Office by 30th April 2022 even if some of the accounts have not been seen.**

4. For Units whose accounts have not been seen, please complete the ‘Record of Missing Unit Accounts’ form, supplying the Leader’s name and address and contact details, and return the form with your Unit Summary form.

5. We also require the same form to be completed by the Division Commissioner showing District (or Team) accounts as well as Trading accounts and any other accounts managed by the Districts / Divisions

| Unit & Leader | Bank/ building society | End of year balance in total (bank & cash in hand) | Names of ALL signatories | Have you seen bank statements etc? | Have the accounts been independently audited? | Date accounts seen or notes  agreed with Leader |
| --- | --- | --- | --- | --- | --- | --- |
| *Eg XXXth Brownies*  *Jo Bloggs* | *Lloyds* | *£130.57 bank*  *£35.50 cash* | *Annie Archer*  *Betty Brown*  *Carol Clarke* | *Yes* | *Yes* | *Jo agreed to prepare accounts by april* |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Unit & Leader | Bank/ building society | End of year balance in total (bank & cash in hand) | Names of ALL signatories | Have you seen bank statements etc? | Have the accounts been independently audited? | Registered for Gift Aid ? | Date accounts seen or notes  agreed with Leader |
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I confirm that this is a true record. Where there are problems, I have indicated these.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_