Girl Guides Queensland
Receipts and Payments Summary
Audit Form - Unit, District, Region, Support Group and Campsites

QF.FI.08
V2.0
Last Updated 02/02/2022

This form is to be completed by the Cash Book Keeper to report an annual financial summary to Girl Guides Queensland.This form must be retained for 7 years by the District Manager and a copy sent to audits@guidesqld.org by the **30 April** each year. **Each bank account requires a separate form.**

Financial Year: 1 Jan to 31 Dec 2022

Unit

District

Region

1. Receipts and Payments

Cash Book Balance at 1 January	$

Receipts	
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
Other Income	$
Total Receipts	**$**

Payments	
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
Other Payments	$
Total Payments	**$**

Cash Book Balance at 31 December	**$**

Bank Reconciliation at 31 December	
Bank Statement Balance at 31 December	$
Add Deposits not credited	$
Less Outstanding cheques	$
Reconciled Cash Book Balance at 31 December	$

2. Bank Account Details / Term Deposit Details

Account Name

BSB

Account Number

Account Signatories for the audited year *print name*

1.
2.
3.
4.

3. Certification

To be signed prior to audit by Cash Book Keeper.

I certifiy these records are correct

Name	
Position	
Signature	
Date	

4. Approval

To be signed by District or Region Manager.

I have sighted these records

Name	
Position	
Signature	
Date	

5. Auditor's Certificate

I have examined the accounts of

for the year ending

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 Accounts Officer at the State 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 Girl Guides Queensland.