**PLEASE COMPLETE HAVING READ THE KEY DATES AND PROCESS SHEET ALSO TO BE FOUND ON THE WEBSITE**



**Finance certification for Premises, Depots, Campsites, County Canoe Unit 2024**

**Name of Hall/Shop or Depot/Campsite/Canoe Unit:**

**Name of Leader in charge and Membership Number:**

**Name of Treasurer and Membership Number:**

**Name of District/Division Commissioner (please indicate):**

**Accounting period: January –December 2024 /Other…………………………….**

***Thank you*** *for your assistance in completing this certification to record compliance with the Girlguiding Finance policy dated* ***6th November 2024***

***Bank Accounts***

*Bank account details*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Account Name** | **Bank** | **Account number** | **Sort Code** | **Signatories** | **Online banking on a/c?** |
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***Finance confirmation***

Please confirm compliance with the requirements of the policy, noting where applicable the reason for exceptions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Requirement*** | ***Yes*** | ***No*** | ***NA*** | ***Rationale for No*** |
| ***1. Bank accounts*** |  |  |  |  |
| 1.1 An account is open with a well-known bank that is part of the Financial Services Compensation Scheme. |  |  |  |  |
| 1.2 The bank account is in the name of the hall/shop etc. and is not linked to another account) |  |  |  |  |
| 1.3 There are at least three signatories on each account. |  |  |  |  |
| 1.4 There are two signatories from within the hall/shop etc. The third signatory shouldideally come from elsewhere e.g. local district / division. Signatories should not be related to, or in a relationship, with any other signatory. |  |  |  |  |
| 1.5 All signatories are registered on GO either in an existing Guiding role or as an administrator. All signatories have had a DBS check and have completed Girlguiding’s A Safe Space level 1 training. |  |  |  |  |
| 1.6 All cheques require two signatories in order to authorise. |  |  |  |  |
| 1.7 Where online banking is used, I confirm that two signatories are required to authorise transactions OR where only one signatory makes the transaction, payments have been agreed with another signatory in advance and the expenditure is recorded in the accounts. |  |  |  |  |
| 1.8 Where there is a debit card in place, I confirm that the transaction payments have been agreed with another signatory in advance and the expenditure is recorded in the accounts. |  |  |  |  |
| 1.9 There are no credit cards in place for this account. |  |  |  |  |
| 1.10 I confirm the details of the bank accounts have been shared with my local commissioner. |  |  |  |  |
| ***2 Setting and following a budget*** |  |  |  |  |
| 2.1 A budget was set for the current year and has been monitored. |  |  |  |  |
| 2.2 A budget is in place for the forthcoming year and takes into account the funds available. |  |  |  |  |
| 2.3 Monies are set aside against drops in income. |  |  |  |  |
| ***3 Dealing with money promptly*** |  |  |  |  |
| 3.1 Monies have been banked on a prompt basis throughout the year. |  |  |  |  |
| 3.2 Cash held has been kept to a minimum. |  |  |  |  |
| 3.3 Any cash held has been stored in a safe place under lock and key. |  |  |  |  |
| 3.4 Money relating to the account has been kept separate to any members’ own funds. |  |  |  |  |
| 3.5 The amount of personal money used to cover Guiding costs has been kept to a minimum. |  |  |  |  |
| 3.6 If you regularly hold money at your home you have considered the need to take out additional insurance or adding to your household policy. |  |  |  |  |
| ***4 Keeping accurate accounts*** |  |  |  |  |
| 4.1 Accounting records are kept safe including password protecting electronic records. |  |  |  |  |
| 4.2 Accounting records have been kept up to date throughout the period (best practice to review once a term). |  |  |  |  |
| 4.3 The lead member has reviewed the accounts **once a term** where preparation has been delegated to a treasurer. |  |  |  |  |
| 4.4. The treasurer is recorded on GO. |  |  |  |  |
| 4.5 Accounting paperwork is retained for a period of seven years from the end of each accounting period. |  |  |  |  |
| 4.6 Fundraising income has been recorded separately to other income in the accounts. |  |  |  |  |
| ***5. End of Year review*** |  |  |  |  |
| 5.1 The accounts have been prepared for the financial year and as a minimum contain an income and expenditure statement and summary of **assets** / liabilities. |  |  |  |  |
| 5.2 The annual accounts have been independently reviewed within 3 months of the year end. |  |  |  |  |
| 5.3 A copy of the reviewed accounts have been sent to the County Chair of Finance within 3 months of the year end . |  |  |  |  |
| ***6. Claiming expenses*** |  |  |  |  |
| 6.1 Members have reclaimed all costs incurred for Girlguiding. |  |  |  |  |
| 6.2 All expenses incurred by members have been authorised by an appropriate signatory prior to payment. |  |  |  |  |
| 6.3 All expenses being claimed have been done so on an expenses form supported by a receipt, travel ticket, invoice, bill etc. |  |  |  |  |
| ***7 Dealing with financial challenges quickly*** |  |  |  |  |
| 7.1 Where there are any financial challenges, I have contacted the local commissioner on a timely basis. |  |  |  |  |
| 7.2 Any concerns over misuse of Girlguiding money has been reported to a local commissioner or Girlguiding HQ . |  |  |  |  |
| ***8 Gift Aid*** |  |  |  |  |
| 8.1. Where gift aid is claimed, this has only been done when registered with HMRC and where the parents / donor has provided a Gift Aid Declaration. |  |  |  |  |
| 8.2 Gift Aid declarations are up to date and filed safely. |  |  |  |  |
| ***9 Lending money*** |  |  |  |  |
| 9.1 No money has been lent from this account |  |  |  |  |

*The finance policy also covers managing finances for overseas trips. If this applies please review the policy directly.*

**Questions answered NO**

For any questions answered No please provide details of actions being taken to address:

|  |  |
| --- | --- |
| **Exception reference** | **Action to resolve** |
|  |  |
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**Financial concerns**

If there are any financial concerns, please provide details:

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**Signing off (by the person completing the form)**

I confirm the above statement is accurate and provides a full representation on the financial arrangements for

(insert name of body completing this form)

**Signed:**

**Name:**

**Role:**

**Date:**

Please give this completed and signed form, with your verified accounts, to the Chair of Finance for Sussex Central, PennieThomson@aol.com, in accordance with the County Finance *Key Dates and Process* sheet which can be found on *girlguidingsussexcentralcounty.com* Thank you!