

Unit Finance Certification for 2026 (v1)

Name of Unit:

Name of Leader in charge and Membership Number:

Name of Unit Administrator (Finance) and Membership Number:

Name of District Commissioner:

Accounting period: January- December 2026 /other

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

Bank Accounts

Bank account details

Account Name	Bank	Account number	Sort Code	Signatories	Online banking account held?

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 for the unit 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 unit, as this name appears on GO, and is not linked to another.				
1.3 There are at least three named signatories on each bank account held.				
1.4 There are two signatories from within the unit. The third signatory should ideally 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 must be registered on GO.				
1.6 All signatories have had a DBS check and have completed the correct level of the safer guiding course (basics if no direct contact with girls)				

1.8 Any signatory who has left the unit, or resigned from their role with the unit, has had their name removed from the banking details while they are still a volunteer.				
1.9 Any signatory no longer in role has handed over their responsibilities, such as keeping the unit accounts, in a timely manner.				
1.10 All cheques require two signatories in order to authorise.				
1.11 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.				
1.12 At least two signatories have agreed any purchases prior to any spending on same.				
1.13 Any large expenditure has been discussed with the team and is within budget.				
1.14 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.				
1.15 The debit card has only been used by the person whose name appears on it.				
1.16 There are no credit cards in place for this account.				
1.17 I confirm the details of the bank accounts have been shared with my local commissioner. <i>This is achieved through accurate completion of this form and submission of it to District/Division (as applicable) with the accounts.</i>				
2 Setting and following a budget				
2.1 A budget has been set by the unit for the current year taking into account that there were sufficient costs to cover everything such as subscriptions and rents as well as activities, training and uniforms.				
2.2 A budget is in place for the forthcoming year and takes into account the funds available to the unit.				
2.3 Monies have been set aside against drops in income (best practice is to retain two terms' money).				
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 and only withdrawn from the bank as and when needed.				
3.3 If you regularly hold money at your home you have considered the need to take out additional insurance or adding to your household policy.				
3.4 Cash received is included in the cash section of the accounts which shows who or where the money is from and the purpose of the payment and any such amounts are supported by invoices and receipts.				
3.5 Money relating to the unit has been kept separately to any members' own funds.				
3.6 The amount of personal money used to cover Guiding costs has been kept to a minimum.				
3.7 Monies from any unit which has closed during the financial year for which this certification refers has been retained for that unit for one year after that closure in case the unit reopens.				
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 and reviewed regularly.				
4.3 The unit leader has reviewed the accounts once a term where preparation has been delegated to a treasurer/ unit administrator.				
4.4 The unit leader's review has assisted in ensuring the accounts are up to date termly.				
4.5 Accounting paperwork is retained securely for a period of seven years from the end of the accounting period.				

4.7 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 (e.g. equipment) and liabilities.				
5.2 The annual accounts will be independently reviewed within 3 months of the year end along with supporting documentation (bank statements, paying in books, cheque books, invoices and receipts).				
5.3 The Girlguiding independent reviewer's checklist and confirmation form will be completed by the verifier.				
5.4. A copy of the reviewed accounts will be sent to the district/division(as applicable) level within 3 months of the year end to meet the set deadlines.				
5.5 A signed copy of Sussex Central's Finance Certification for Units will be sent to the district/division along with the reviewed accounts and a copy of the independent reviewer's checklist and confirmation form to meet the deadline.				
6. Claiming expenses				
6.1 Members have reclaimed all costs incurred for Girlguiding.				
6.2 Members paying for something for guiding using their own money have had this agreed in principle by another signatory beforehand.				
6.3 Any claims have been made using a claims form alongside receipts, travel tickets, invoices or bills. (There is a Girlguiding one online to use or to act as a guideline for units to devise their own). Exceptions would include mileage claims and printing at home.				
6.4 All expenses however small incurred by members have been approved for payment by two members of the unit who are not related to each other and have not included the person making the claim.				
7 Dealing with financial challenges quickly				
7.1 Where there are any financial challenges e.g. a unit does not have enough money, I have contacted the district /division commissioner on a timely basis.				
7.2 Any concerns over misuse of Girlguiding money have been reported to a commissioner or Girlguiding HQ .				
8 Gift Aid				
8.1 The unit is registered for Gift Aid.				
8.2. Where gift aid is claimed, this has only been done when registered with HMRC and where the parent / donor has provided a Gift Aid Declaration.				
8.3 Gift Aid declarations are up to date and filed safely.				
9 Lending money				
9.1 Has the unit lent any money?				

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

Questions answered NO

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

Exception reference	Action to resolve

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 Unit)

Signed:

Name:

Role:

Date:

Email address for any queries:

Please give this completed and signed form, with your verified accounts and independent verifier's checklist and confirmation to the relevant commissioner in accordance with the County Finance *Key Dates and Process* sheet which can be found on the Sussex Central website: girlguidingsussexcentralcounty.com.