



Charity Number (if applicable): _____

Unit: _____

District: _____

Division: _____

Accounts Checklist 2022

	Unit Leader	District Commissioner
Unit name is on each sheet		
Unit charity number (if app) is on each sheet		
Accounts have a Receipts and Payments account		
Have all the units bank accounts been included within one Receipts and Payments account		
Accounts have a statement of balances		
Do the two totals on the Statement of Balances match		
Has the statement of Balances been signed by the unit guider		
Accounts add up		
Accounts have Trustees report		
Trustees Report has been signed		
The number of girls in unit is on Trustees Report		
The units address is stated and matches the OSCR Return		
Are the accounts significantly different from last year? If yes why (eg large event undertaken, large change in number of girls within the unit, fundraising activity etc). Briefly include in trustees report if they are very different		
Accounts have an independent examiners report		
Has the independent examiner signed their report and given name and address		
Bank statement attached for each account held covering the year end		





OSCR annual return has been passed to the District Commissioner or confirmation received that it will be done online		
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Signed _____	Date _____	Unit Leader
Signed _____	Date _____	District Commissioner

