**Charity Number (if applicable)\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Unit\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**District/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Accounts Checklist 2025**

|  |  |  |
| --- | --- | --- |
|  | 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 completed online |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signed | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date | \_\_\_\_\_\_\_\_\_\_\_\_\_ | Unit Leader |
| Signed | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date | \_\_\_\_\_\_\_\_\_\_\_\_\_ | District Commissioner |