

Girl Guides Queensland Receipts and Payments Summary

QF.FI.08 V2.0

Last Updated 07/06/2023

Audit Form - Unit, District, Region, Support Group and Campsites

by the 30 April each year. Each bank account requires a separate form.		
1. Receipts and Payments		
Cash Book Balance at 1 January	\$	
Receipts	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Receipts	\$	
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	\$	
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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

Financial Year: 1 Jan 31 Dec		
Unit	=	
District	_	
Region		
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 4. Approval		
To be signed prior to audit To be signed by District or by Cash Book Keeper. Region Manager.		
I certifiy these records are correct I have sighted these records	are correct I have sighted these records	
Name Name		
Position Position		
Signature		
Date		
5. Auditor's Certificate I have examined the accounts of		
for the year anding		
and have obtained all the information and explanations required. In opinion the Statement is properly drawn up so as to give a true and view of the movement in the account during the year. I warrant that I h no conflict of interest in auditing these reports eg: I am not related or hold any position in connection with, the Unit/District/Region/Sup Group. Contact Accounts Officer at the State Office on (07) 3357 1266 further enquiries. Name (Please print)	fair ave I to, port	

Qualification

Signature

Date