Girl Guides Queensland
CASHBOOK

Support Group and District Support Team

GIRL GUIDES
AUSTRALIA
QUEENSLAND

Cashbook
Support Group and District Support Team

Girl Guides Queensland Cashbook for Support Groups and District Support Teams.

1. Cashbook Details

Support Group/District Team

From Year

To Year

2. Account Details

Bank

Branch

BSB

Account Number

3. Signatories

Signatories as of Date

Persons authorised as Signatories are any two of:

1.	District Leader
2.	
3.	
4.	

Signatories as of Date

Persons authorised as Signatories are any two of:

1.	District Leader
2.	
3.	
4.	

Notes

Information supplied on this form will be dealt with in accordance to the Privacy Statement and Policy of Girl Guides Australia and the relevant State or Territory Girl Guide organisation (if applicable).

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GIRL GUIDES
AUSTRALIA
QUEENSLAND

Cashbook Receipts
Support Group/District Support Team

District

SG/DST

For Period   **From**   **To**

Date	Received From	Receipt Number	Amount $	Total Banked											Sundries	
															Amount	Detail
Brought forward from 1 January or previous page																
TOTALS																

*Carry **Forward** to Next Page **Totals from all Columns***

$ on this side should agree with amount column

Total each column

GIRL GUIDES
AUSTRALIA
QUEENSLAND

Cashbook Payments
Support Group/District Support Team

District

SG/DST

For Period **From**

To

Date	Paid To	Cheque Number	Amount $								Sundries	
											Amount	**Detail**
Brought forward from previous page												
TOTALS												

Balance as per cash book	1 Jan		$	Balance as per **Bank Statement**	/ /	$
Add receipts			$	Add Outstanding Deposits		$
Deduct Payments			$	Deduct Outstanding Cheques #		$
Balance as per cash book	/ /		$	Balance as per cash book	/ /	$
		Total			Total	

Cashbook Receipts
Support Group/District Support Team

GIRL GUIDES AUSTRALIA QUEENSLAND

District

SG/DST

For Period   **From**   **To**

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TOTALS																			

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GIRL GUIDES AUSTRALIA QUEENSLAND

Cashbook Payments
Support Group/District Support Team

District

SG/DST

For Period **From** **To**

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Brought forward from previous page								
TOTALS								

Balance as per cash book	1 Jan	$		Balance as per **Bank Statement**	/ /	$
Add receipts		$		Add Outstanding Deposits		$
Deduct Payments		$		Deduct Outstanding Cheques #		$
Balance as per cash book	/ /	$		Balance as per cash book	/ /	$
	Total				Total	

Cashbook Receipts
Support Group/District Support Team

GIRL GUIDES AUSTRALIA QUEENSLAND

District

SG/DST

For Period **From** **To**

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Cashbook Payments
Support Group/District Support Team

QF.FI.19
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District

SG/DST

For Period   From

To

Date	Paid To	Cheque Number	Amount $				Sundries	
							Amount	Detail
Brought forward from previous page								
TOTALS								

	Date		$			Balance as per **Bank Statement**	/ /	$
Balance as per cash book	1 Jan	$				Add Outstanding Deposits		$
Add receipts		$				Deduct Outstanding Cheques #		$
Deduct Payments		$				Balance as per cash book	/ /	$
Balance as per cash book	/ /	$	Total					Total

Cashbook Receipts
Support Group/District Support Team

GIRL GUIDES AUSTRALIA QUEENSLAND

District

SG/DST

For Period **From** **To**

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GIRL GUIDES
AUSTRALIA
QUEENSLAND

Cashbook Payments
Support Group/District Support Team

District

SG/DST

For Period   From

To

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Balance as per cash book	/ /	$				Balance as per cash book	/ /	$
		Total					Total	

Cashbook Receipts
Support Group/District Support Team

GIRL GUIDES AUSTRALIA QUEENSLAND

District

SG/DST

For Period **From** **To**

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GIRL GUIDES
AUSTRALIA
QUEENSLAND

Cashbook Payments
Support Group/District Support Team

District

SG/DST

For Period **From** **To**

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			Total				Total
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Balance as per cash book	/ /	$		Balance as per cash book	/ /	$	

Cashbook Receipts
Support Group/District Support Team

GIRL GUIDES AUSTRALIA QUEENSLAND

District

SG/DST

For Period   **From**   **To**

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GIRL GUIDES
AUSTRALIA
QUEENSLAND

Cashbook Payments
Support Group/District Support Team

District

SG/DST

For Period **From**

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Balance as per cash book	1 Jan	$
Add receipts		$
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Balance as per cash book	/ /	$
	Total	

Balance as per **Bank Statement**	/ /	$
Add Outstanding Deposits		$
Deduct Outstanding Cheques #		$
Balance as per cash book	/ /	$
	Total	

GIRL GUIDES AUSTRALIA QUEENSLAND

Cashbook Receipts
Support Group/District Support Team

District

SG/DST

For Period **From** **To**

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GIRL GUIDES AUSTRALIA QUEENSLAND

Cashbook Payments
Support Group/District Support Team

QF.FI.19
12

District _____

SG/DST _____

For Period From _____   To _____

Date	Paid To	Cheque Number	Amount $						Sundries Amount	Detail
Brought forward from previous page										
TOTALS										

Balance as per cash book	1 Jan	$
Add receipts		$
Deduct Payments		$
Balance as per cash book	/ /	$
	Total	

Balance as per **Bank Statement**	/ /	$
Add Outstanding Deposits		$
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Balance as per cash book	/ /	$
	Total	

GIRL GUIDES
AUSTRALIA
QUEENSLAND

Cashbook Receipts
Support Group/District Support Team

District

SG/DST

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GIRL GUIDES AUSTRALIA QUEENSLAND

Cashbook Payments
Support Group/District Support Team

District

SG/DST

For Period   From

To

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TOTALS									

			Total						Total
Balance as per cash book	1 Jan		$		Balance as per **Bank Statement**	/ /	$		
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		$					$		
Deduct Payments		$			Deduct Outstanding Cheques #		$		
Balance as per cash book	/ /	$			Balance as per cash book	/ /	$		

GIRL GUIDES
AUSTRALIA
QUEENSLAND

Cashbook Receipts
Support Group/District Support Team

District

SG/DST

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GIRL GUIDES
AUSTRALIA
QUEENSLAND

Cashbook Payments
Support Group/District Support Team

District

SG/DST

For Period **From** ____ **To** ____

Date	Paid To	Cheque Number	Amount $									Sundries Amount	Detail
Brought forward from previous page													
TOTALS													

Balance as per cash book	1 Jan	$
Add receipts		$
Deduct Payments		$
Balance as per cash book	/ /	$
		Total

Balance as per **Bank Statement**	/ /	$
Add Outstanding Deposits		$
Deduct Outstanding Cheques #		$
Balance as per cash book	/ /	$
		Total

Cashbook Receipts
Support Group/District Support Team

GIRL GUIDES AUSTRALIA QUEENSLAND

District

SG/DST

For Period   From

To

Date	Received From	Receipt Number	Amount $	Total Banked												Sundries	
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GIRL GUIDES AUSTRALIA QUEENSLAND

Cashbook Payments
Support Group/District Support Team

District

SG/DST

For Period **From** **To**

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	Total				Total	

GIRL GUIDES AUSTRALIA QUEENSLAND

Cashbook Receipts
Support Group/District Support Team

District

SG/DST

For Period From To

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GIRL GUIDES
AUSTRALIA
QUEENSLAND

Cashbook Payments
Support Group/District Support Team

District

SG/DST

For Period   From

To

Sundries

Date	Paid To	Cheque Number	Amount $						Amount	Detail
Brought forward from previous page										
TOTALS										

			Total					Total
Balance as per cash book	1 Jan	$		Balance as per **Bank Statement**	/ /	$		
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Balance as per cash book	/ /	$		Balance as per cash book	/ /	$		

Cashbook Receipts
Support Group/District Support Team

GIRL GUIDES AUSTRALIA QUEENSLAND

District

SG/DST

For Period **From** **To**

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Cashbook Payments
Support Group/District Support Team

GIRL GUIDES AUSTRALIA QUEENSLAND

District

SG/DST

For Period   **From**   **To**

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TOTALS												

Balance as per cash book	1 Jan		$	Balance as per **Bank Statement**	/ /	$
Add receipts			$	Add Outstanding Deposits		$
Deduct Payments			$	Deduct Outstanding Cheques #		$
Balance as per cash book	/ /		$	Balance as per cash book	/ /	$
		Total			Total	

GIRL GUIDES
AUSTRALIA
QUEENSLAND

Petty Cash

QF.FI.24

12

District

Unit

For Period From

To

Date	Details	Amount $						Sundries		Total	Cash on Hand
								Amount	**Detail**		
TOTALS											

GIRL GUIDES AUSTRALIA QUEENSLAND

SG/DST Payment Request

QF.FI.11
10

This form is to be used to authorise a payment of Support Group/District Support Team expense.

Date

District

1. Expense Details

Payment requested on behalf of

☐ Maintenance ☐ Uniforms ☐ Fundraising

☐ Other

Cost $

Supplier of Goods

Address

Postcode

Cheque payable to

☐ Supplier of goods as above

☐ Other

2. Payment Request

Cheque payment requested by

Name

Signature

Date

COMMITTEE USE ONLY

Cheque Approval   *must be SG/DST Exec member*

Name

Signature

Date

SG/DST Treasurer

Date Raised

Cheque Number

Amount $

Cheque raised by

Co-signed by

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Receipts and Payments Summary

Support Group/District Support Team

GIRL GUIDES AUSTRALIA QUEENSLAND

QF.FI.10
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This form is to be completed by the Support Group/District Support Treasurer to report an annual financial summary to Girl Guides Queensland.

This form is to be completed in **duplicate**. One copy to be held by the District and one copy for the Support Centre.

Support Centre copies must be received by the **30 April** each year.

Financial Year

1 January [　] **31 December** [　]

District [　]

☐ Support Group ☐ District Support Team

Region [　]

1. Receipts and Payments

Balance at 1 January $ [　]

Receipts	
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
Total Receipts	$

Payments	
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
Total Payments	$

Balance at 31 December	$
Bank reconciliation at 31 December	$
Balance as per bank statement 31 December	$
Add deposits not credited	$
Less outstanding cheques	$
Balance as per cash book 31 December	$

2. Bank Account Details

Name of bank the account is held with
[　]

Account Name
[　]

BSB [　][　][　] [　][　][　]

Account Number [　][　][　][　] [　][　][　][　]

Account Signatories *print name*
1. [　]
2. [　]
3. [　]

3. Certification *To be signed prior to audit*

As SG/DST Treasurer, I certify these records are correct

Name	
Signature	
Date	

As SG/DST President, I have sighted these records

Name	
Signature	
Date	

As District Leader, I have sighted these records

Name	
Signature	
Date	

4. Auditors Certificate

I have examined the accounts of [　]
[　]

for the year ending [　]

and have obtained all the information and explanations required. In my opinion the Statement is properly drawn up so as to give a true and fair view of the movement in the account during the year.

Name	
Signature	
Date	