Girlguiding Shropshire County

Accounts Review Form

|  |
| --- |
| ***Part 1: To be completed before submitting to Commissioner*** |
| Unit Name |  | Bank Name |  |
| Period of Accounts |  | Bank Sort Code |  |
| Accounts Prepared by |  | Bank Account Number |  |
| Date |  | Bank Signatories 1 |  |
| Accounts Reviewed by |  | Bank Signatories 2 |  |
| Date |  | Bank Signatories 3 |  |

|  |
| --- |
| ***Part 2: To be completed by the Commissioner*** |
| **Documents seen (tick)** | **Action taken (tick)** |
| Bank Statement |  | Accounts reviewed & returned |  |
| Summary Accounts |  | Refer to Treasurer |  |
| Detailed Accounts |  | Action for unit leader |  |
| Paying in book |  |
| Cheque book |  |
| Expenditure receipts |  |
| Assets register |  | To be done by |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed Commissioner |  | Date |  |
| Submitted to County |  | Date |  |