

COUNTY FINANCE COMPLIANCE Procedures

At the end of each financial year accounts need to be finalised. This means that all levels within the county must:

- Produce an annual accounts statement
- Produce a statement of assets and liabilities
- Have the accounts independently reviewed

This must be done whether or not the entity is OSCR (Office of the Scottish Charity Regulator) registered.

Girlguiding Finance policy [Finance policy | Girlguiding](#) states that all levels must ensure they send all this information to their local commissioner no more than **three months** after the year end.

At Girlguiding Scotland (GGS), we want to help all counties meet this deadline. We currently have processes in place to do this and are going to tweak the timings of these to help all levels comply with the finance policy. We hope that these changes will help identify those units that are finding preparing their accounts challenging sooner, and allow counties to put the correct support in place.

The process will be as follows (see attached diagram) :

- 3 months after the year end we will send you an e-mail to remind you that unit accounts should be completed
- 6 months after the year end we will check the OSCR website and let you know if there are any units with outstanding accounts
- 8 months after the year end we will again check the OSCR website and let you know if there are any units with outstanding accounts
- 9 months after the year end we will ask you to confirm by letter that all units within the county have prepared their accounts and had them independently examined
- We will ask you to let us know any units who have not done this and the action you intend to take
- If any units are still outstanding discussion will be had with the compliance team and GGS to take forward

COUNTY FINANCE COMPLIANCE Procedures

Example county year-end 30th June

