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 registered with OSCR (Office of the Scottish Charity Regulator).

The [Girlguiding Finance policy](https://www.girlguiding.org.uk/information-for-volunteers/policies/finance-policy/) 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, 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 below 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 Girlguiding Scotland to take forward.

**Example county year-end 30th June**

|  |  |
| --- | --- |
| **30 June** | Financial year end. |
|  |
| **30 September** | Girlguiding Scotland will e-mail to remind you that unit accounts should be completed and independently examined.  This includes those not registered with OSCR. |
|  |
| **31 December** | Girlguiding Scotland will let you know any OSCR registered units who have yet to lodge their accounts and annual return. |
|  |
| **28 February** | Girlguiding Scotland will let you know any OSCR registered units who have still to lodge their accounts and annual return. |
|  |
| **31 March** | Girlguiding Scotland will ask you to confirm ALL unit accounts have been prepared, independently examined, and submitted. This includes those not registered with OSCR.  Any non-compliant units to be discussed with Girlguiding Scotland and the compliance team. |