

Girlguiding bank accounts

Apart from cash required for day-to-day purposes, unit funds must be kept in a bank or building society account.

Account name and signatories:

All accounts must be in the name of the Unit/District/Division/County, for example, 1st Brownsea Guide Unit. The account must only hold money belonging to that Unit/District/Division/County.

Most banks now have 'Treasurer's' or similar accounts for charities, on which no charges are levied.

Cheques and withdrawals must have two signatures from people who are not related. It is usually more convenient to have three (or more) authorised signatories, any two of whom may sign cheques or withdrawal forms. Examples of who may be a signatory include the unit Leader, unit Assistant leader(s), Unit Helper, Trefoil Member, District Commissioner, Treasurer and parent. District, Division and County accounts should have the Commissioner as one of the signatories.

Opening a bank account:

Banks (apart from Royal Bank of Scotland and NatWest, see below) will require photo ID and proof of address when opening an account, so remember to take these with you when you go. You will need ID for all signatories (unless you already have an account with that bank and you should not all need to go at the same time to open the account).

Your bank may be confused about the status of your group as a part of the wider Girlguiding UK charity. You do not need to register for a Charity account. You should ask your bank about Treasurers' accounts, Youth club accounts, Community accounts or similar, which will not require a large deposit. You do not need to provide a charity number to the bank.

The Certificate of Charitable Status form (below) can be completed and signed and taken along with you to make the status of the unit (District/Division/County) clearer to the bank.

Taking the Certificate of Charitable Status form, signed, with you when you go to open the unit's bank account will make things easier. This form is acceptable to most banks and building societies in England and Wales. If there is a query,

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we suggest that you ask the local branch to refer to its Customer Services Department at Head Office.

Once the account has been opened please send the County Treasurer details about the account: Account name, Bank name and address, Sort Code, Account number and full names of all signatories. It is useful for the Unit Guider to keep a copy of this information and a copy of the account application form to assist with any future queries from the bank.

Certificate of Charitable Status:

For accounts with NatWest or the Royal Bank of Scotland using the second form for RBS or NatWest accounts means that you do not have to go the bank in person but can arrange to open the account over the telephone. You must, however, complete the form and send it to Girlguiding UK by post, using the contact details below, before you open the account. The details of your ID will be confirmed using information from your CRB disclosure certificate. Note: This form cannot be signed by a member of your local guiding team.

Contact:

Sales and Information Team

Girlguiding UK

Atlantic Street

Broadheath

Altrincham

Cheshire WA14 5EQ

Telephone 0161 941 2237

Email chq@girlguiding.org.uk

When a Unit closes:

After paying any amounts due, the bank account(s) must be closed. The money is passed to the District. The District decides what to do with the money - it may decide to keep the money until the Unit re-opens and give it to the newly re-opened Unit. Any Unit assets are passed to the District and the District must plan how to deal with these.

CERTIFICATE OF CHARITABLE STATUS

TO WHOM IT MAY CONCERN

Name of unit or area

I certify that the branch of The Guide Association named above is excepted from registration as a charity in accordance with the Charities Act 1960 (as amended) by virtue of the Charities (Exception of Certain Charities for Boy Scouts and Girl Guides from Registration) Regulations, 1961 SI 1961 No. 1044.

Signed

Dated

District/Division/County Commissioner

Name of District/Division/County

Countersigned by account signatories

name (printed)

name (printed)

name (printed)

Charitable status of units and areas (branches) of The Guide Association

The Guide Association is a registered charity, incorporated by Royal Charter, and has the working name Girlguiding UK. It is a national organisation and has organised Guiding activities throughout the United Kingdom by establishing units (Rainbows, Brownies, Guides and Rangers) and areas (Districts, Divisions and Counties) as branches of the Association.

These branches are formally constituted in accordance with the provisions of Article 2(iii) of the Royal Charter, and Bye-law 9(2)(c) of the Bye-laws made pursuant to Article 8 of the Royal Charter.

The units and areas of The Guide Association, although branches of the Association, have the status of independent charities capable of registration in their own right. By virtue of the Charities (Exception of Certain Charities for Boy Scouts and Girl Guides from Registration) Regulations, 1961 SI 1961 No. 1044, only those units and areas which have the rateable use and occupation of property, or a permanent endowment, are obliged to register; all others have the status of 'excepted charities'.

Although most Counties and Divisions, and some Districts, of The Guide Association have their own separate written constitution, most Districts and all units of The Guide Association have no written constitution as such and their constitutional standing is based on the Royal Charter and Bye-laws.

Bye-law 9(2)(d) empowers the Committee of the Council of The Guide Association to make rules for the regulation of the affairs of the units and areas for the time being governed by the Association, and the pursuant to that Bye-law the structure and activities of units and areas of The Guide Association are regulated by the provisions of *The Guiding Manual*.

Roger Peters

Solicitor & Legal Consultant to The Guide Association

17-19 Buckingham Palace Road, London, SW1W 0PT

Telephone: 020 7834 6242

APPLICATION FORM FOR CERTIFICATE OF CHARITABLE STATUS for RBS and NatWest bank accounts only

NB: This form must be signed by an authorised member of staff at Girlguiding UK. Please fill it in and send it to the Sales and Information Team and your certificate will be sent to you. You can open the account once you have the certificate.

Name of unit or area

I certify that the branch of the Guide Association named above is excepted from registration as a charity in accordance with the Charities Act 1960 (as amended) by virtue of the Charities (Exception of Certain Charities for Boy Scouts and Girl Guides from Registration) Regulations, 1961 SI 1961 No. 1044.

Details of account signatories

Full name

Full name

Full name

M/ship No

M/ship No

M/ship No

Address

Address

Address

Unique CRB number

Unique CRB number

Unique CRB number

Authorised by Girlguiding UK by: _____
(Authorised signatory for Certificates of Charitable status)

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