

Quick Tip 16 - Multi-Unit Event Transfers

This reference will show you how to move funds between units, when participating in a Multi-Unit Event.

NOTE: For multi-Unit events with more than 100 participants (or [other criteria](#)); contact the Events Department at event.registration@guidesontario.org for administrative support.

Scenario One: A single day event with majority of participants under 15 years old.

- Step 1:** Each unit collects from parents, depositing it into their unit banking account.
Step 2: Collected funds are allocated to “Special Events”.
Step 3: Once all the funds are collected the Treasurer of the unit collecting the funds will create a unit-to- unit transfer to the unit organizing/paying for the event.

Transactions	Reports	Configuration
Expenses		
Revenues		
Transfer Requests		View Outstanding
Credit Limit Requests		New

Step 4: To open the form, hover your cursor over **Transactions** and then over **Transfer Requests** and click **New**.

Step 5: Select the Transfer Type: **Unit to Unit**

Transfer Type (Select only one)	<input checked="" type="radio"/> Unit to Unit <input type="radio"/> Unit to Province
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- Step 6:** Select **Shared Revenue**, and **Description** “Revenue – Special Events (Calendar + Day Camp <15yrs)” for both; Funds From and Funds To. Include a detailed comment.

Unit - to - Unit	
Type	<input checked="" type="radio"/> Shared Revenue <input type="radio"/> Shared Expense <input type="radio"/> Other
Funds From	Unit User ID <input type="text" value="002257"/> Description <input type="text" value="Revenue - Special Events (Calendar + Day)"/>
Funds To	Unit User ID <input type="text" value="003653"/> 171st Toronto Brownie Unit Description <input type="text" value="Revenue - Special Events (Calendar + Day)"/>
Transfer Amount	\$ <input type="text" value="150.00"/>
Detailed Comments	<input type="text" value="15 Brownies for our Girl First Launch Party on Sept 29"/>
<input type="button" value="Save"/>	

- Step 7:** If there are funds remaining after the event, the Receiving Treasurer can redistribute the funds back to the other units.

Example:

Unit - to - Unit	
Type	<input checked="" type="radio"/> Shared Revenue <input type="radio"/> Shared Expense <input type="radio"/> Other
Funds From	Unit User ID <input type="text" value="003653"/> Description <input type="text" value="Revenue - Special Events (Calendar + Day)"/>
Funds To	Unit User ID <input type="text" value="002257"/> 139th Toronto Brownie Unit Description <input type="text" value="Revenue - Special Events (Calendar + Day)"/>
Transfer Amount	\$ <input type="text" value="30.00"/>
Detailed Comments	<input type="text" value="The Girls First Launch Party ended up being \$8 per Brownie instead of \$10 - giving the remaining funds back"/>
<input type="button" value="Save"/>	

Scenario Two: Taxable Activities – Overnight Activities (or day activities with the majority of the participants 15 years and older) – ITC

- Step 1:** Each unit collects from parents, depositing it into their unit banking account.
- Step 2:** Collected funds are allocated to “Taxable Revenue” and select the **Extract HST box**. The taxes will be remitted to the government and the net amount will remain in the account.

Distribution	Description	Total	Tax	Net	Extract HST
	Taxable Activity (extract HST) - Overnight + Day 15yrs+	60.00	6.90	53.10	<input checked="" type="checkbox"/>

- Step 3:** Create a Unit-to-Unit transfer.
- Step 4:** Select **Shared Revenue**, and use the **Description** “Revenue – Taxable Activity (extract HST) – Overnight + Day 15yrs+”

Unit - to - Unit		Revenue - Taxable Activity (extract HST) - Overnight + Day 15yrs+ Revenue - Taxable Activity (extract HST) - Overnight activities in Ontario or day majority 15yrs+ Revenue - Training Revenue - Z-OC Clearing Account	
Type	<input checked="" type="radio"/> Shared Revenue <input type="radio"/> Shared Expense <input type="radio"/> Other		
Funds From	Unit User ID	Description	(Select One)
Funds To	Unit User ID	Description	(Select One)
Transfer Amount	\$ 0.00		
Detailed Comments			
<input type="button" value="Save"/>			

- Step 5:** **Transfer the Net Amount** of the deposits (less the taxes collected). To find the Net amount run a transaction report and sum the amounts in the appropriate Taxable activity extract HST) column or take the gross amount and divide by 1.13.

Unit - to - Unit		<input checked="" type="radio"/> Shared Revenue <input type="radio"/> Shared Expense <input type="radio"/> Other	
Funds From	Unit User ID <u>002257</u>	Description	Revenue - Taxable Activity (extract HST) -
Funds To	Unit User ID <u>003653</u> 171st Toronto Brownie Unit	Description	Revenue - Taxable Activity (extract HST) -
Transfer Amount	\$ 531.00		
Detailed Comments	10 girls at 53.10 (net taxes) for Camp with the Brownies		
<input type="button" value="Save"/>			