

Quick Tip 17 – Making a Unit-to-Unit Transfer for Cookies

This reference will show you how to transfer funds for cookies to another unit.

When exchanging cookies between units, please fill out the [Unit to Unit Cookie Exchange form](#), to ensure both Guiders have agreed on the number of cases and the anticipated amount to be transferred. **The unit who received the case of cookies is the one to initiate the transfer.**

- The transfer cost per case is based on cost charged to the unit giving the cookies.
- The unit receiving the cookies does the monetary transfer in Unit Banking
- Do the transfer **AFTER** the provincial invoice has been sent

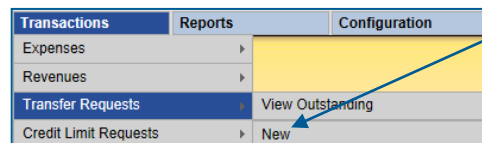
The cost of cookies is dependent on the average number of cases sold per girl registered in the unit on the invoicing date. The cost is tiered as follows:

Fall 2018 Campaign:		Spring 2019 Campaign:		Units with Standardized Rates for all Cases:	
Cases Per Girl	Unit Cost per Case	Cases Per Girl	Unit Cost per Case	Cases Per Girl	Unit Cost per Case
< 0 – 1.99 cases	\$49.00	< 0 – 1.99 cases	\$49.00	Trefoil Guilds	\$49.00
2 – 2.99 cases	\$48.50	2 – 2.99 cases	\$48.00	Trip Units (who have received approval or have initiated paperwork as of June 30, 2018)	\$46.25
3 – 3.99 cases	\$47.75	3 – 3.99 cases	\$47.75	LEAP Patrols	\$46.25
4 – 4.99 cases	\$47.25	4 – 4.99 cases	\$47.25		
5+ cases	\$46.75	5+ cases	\$46.75		

All Treasurers and Cookie Orderers will receive the invoice approximately 2 weeks prior to the payment date – please do not transfer before confirming the cost per case from the giving unit.

To request a transfer, please follow the steps below:

Step 1: Confirm with the Treasurer (or the guider your received cookies from) of the banking number of the unit and the cost per case they were invoiced.



Step 2: To open the form, hover your cursor over **Transactions** and then over **Transfer Requests** and click **New**.

Step 3: Select the Transfer Type “Unit to Unit” to send funds to another Unit.

Transfer Type
(Select only one)

Unit to Unit Unit to Province

Step 4: Completing the Transfer Request:

A. Choose Type:
"Shared Expense"

B. Funds From:
Select either "Expense - Fall (Mint) Cookie Payments or Expense - Spring (Sandwich) Cookie Payments" depending on which campaign it is.

C. Input the six-digit Unit Banking User ID. Do not input their Unit iMIS number.
Make sure the correct Unit's Name shows up under the Unit User ID.

D. Funds To: Select either "Expense - Fall (Mint) Cookie Payments or Expense – Spring (Sandwich) Cookie Payments" depending on which campaign it is. Should be the same allocation as **Funds From (B).**

E. Enter the Transfer Amount: (cost of the case) x # of cases (confirmed by email from "giving" unit).

F. Input specific comments regarding the cookie transfer.

G. Click on Save.

Please note that the amounts will reflect on your balance report only once the transfer shows "**Verified, Provincial**" status. Cookie money is usually transferred as an '**Expense**'. If you are waiting for money to be transferred for cookies purchased from another unit, it will show up as a '**Negative Expense**'. Negative expenses are treated as a refund and therefore, would lower your expense (money coming into the unit).

For mint cookies: Expense – **Fall (Mint) Cookie Payments (at the rate confirmed by the treasurer of the giving unit)**

For classic cookies: Expense – **Spring (Sandwich) Cookie Payments (at the rate confirmed by the treasurer of the giving unit)**

Example:

Effect on your unit: The Fall (Mint) Cookie Payments (exp) will be increased by \$49.00 therefore would show up as a positive expense (which is money leaving the unit)

Effect on other unit: The Fall (Mint) Cookie Payments (exp) will be decreased by \$49.00 therefore would show up as a negative expense (which is money coming into the unit)