



Girl Guides of Canada

Unit/District Taxes for for non-HST provinces

A Guideline on GST for Unit/District Treasurers

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TABLE OF CONTENTS		Page No.
SECTION 1 - INTRODUCTION TO GST		
1.1	GST Explained	2
1.2	What Girl Guide activities are considered “taxable activities”?	2
1.3	How GST affects your Unit	2
1.4	Unit Bank Account Allocations for Taxable Activities	2
1.5	Additional Guidelines	2
SECTION 2 - GST COLLECTION		
2.1	Taxable Fees - When to Collect GST	3
2.2	Determine the Fee Amount	3
2.3	Provide the GST Account Number	3
2.4	How GST Collected is Remitted to the CRA	4
SECTION 3 - INPUT TAX CREDIT (ITC)		
3.1	Input Tax Credit	4
3.2	How to calculate the ITC	5
3.3	How the ITC is Claimed	5
SECTION 4 - PUBLIC SERVICE BODIES (PSB) REBATE		
4.1	PSB Rebate	6
4.2	How to calculate the PSB Rebate	6
4.3	How the PSB Rebate is Claimed	7
SECTION 5 - GST & INDEPENDENT TRIPS		
5.1	Interprovincial Trips	8
5.2	Multi-Province Interprovincial Trips	8
5.3	International Trips	8
SECTION 6 - FREQUENTLY ASKED QUESTIONS		
LIST OF QUESTIONS		9
6A - REVENUES		
Calculating the GST to Collect		10
Allocating Transactions		13
Multi-Unit Camp and Events		14
Subsidies		15
Common Errors & Refunds		16
6B - EXPENSES		
PSB Rebate vs. ITC		18
Which Expenses can be Claimed		18
Damage Deposits & Deposit Payments		19
Common Errors		20
SECTION 7 - GST EXAMPLE		21



SECTION 1 – INTRODUCTION TO GST

1.1 GST Explained

Goods and Services Tax (GST) is a federal tax you pay on most goods and services and is 5%.

1.2 What Girl Guide activities are considered “taxable activities”?

Taxable Activities, as it pertains to Girl Guides activities, are:

- Any overnight activity (camp, sleepover, trip)
- Any activity where the majority of the participants are 15 years and older.

1.3 How GST affects your Unit

Canada Revenue Agency (CRA) requires us to collect GST on the total revenue we collect for taxable activities. This is called **GST Collection**.

CRA allows us to recover 100% of the GST paid on expenses for those taxable activities. This is called an Input Tax Credit (ITC).

CRA allows us to recover 50% of GST paid on most other expenses which are not related to taxable activities. (and in Quebec a portion of the QST) This is called a **PSB rebate**.

Section 2 explains **GST Collection** and how it is remitted

Section 3 explains **Input Tax Credit (ITC)** and how it is claimed

Section 4 explains **Public Service Bodies’ (PSB) Rebate** and how it is claimed

Section 5 explains **GST & Independent Trips**

Section 6 provides answers to **Frequently Asked Questions**

1.4 Unit Bank Account Allocations for Taxable Activities

You only use the following **THREE** allocations for transactions related to a taxable activity.

1. Taxable Activity (Extract GST) – Overnight + Day 15yrs+
2. ITC -Taxable Activity - Overnight + Day 15+
3. ITC -Taxable Activity -**No Tax Charged**- Overnight + Day 15+



This applies if you answer ‘yes’ to both questions:

1. Did you collect GST with the fees?
2. Was the activity overnight or most participants were 15 years and older? (Also includes Trefoils)

All other expenses (e.g. general unit supplies) should **not** be allocated to these three categories.

1.5 Additional Guidelines

The National office released a GST/HST Booklet in January 2013 to provide information for Treasurers regarding GST/HST. The full [National document](#) is available on the GGC website in Memberzone (Admin, Financial)



SECTION 2 – REVENUE - GST COLLECTION

2.1 Taxable Fees – When to collect GST

When you collect money (“fees”) from parents/guardians specifically to pay for expenses associated with an overnight camp, event, trip or outing (or a day activity for ages 15 years and older), you are acting as a service provider (a “merchant”) and you are required to collect GST from the parents/guardians (your “customers”).

You are required to collect GST even if you use the fees to pay for non-taxable expenses like basic groceries. The fees you collect from parents/guardians typically cover a variety of expenses including site rental fees, transportation, meals, craft supplies, admission tickets, etc.

Collect GST:

Fees Collected for	Age Group	Taxable	Collect GST
Overnight activities	Any age	Yes	Yes
Day camp or events	Most participants 15 years old and older	Yes	Yes

Do not collect GST:

Fees Collected for	Age Group	Taxable	Collect GST
Day camp or events	Most participants 14 years old and under	No	No

2.2 Determine the Fee Amount

For taxable activities, determine the fee amount by totalling the **before-tax** cost of the activities’ expenses and then add GST (5%) on top of that amount even if GST was not charged on the expense e.g. Groceries.

Example for an overnight camp (in Ontario):

Taxable Activity Expenses	Before-tax amount	GST paid to merchant	After-tax amount
Accommodation	\$50	\$2.50	\$52.50
Transportation	\$15	\$0.75	\$15.75
Groceries	\$25	\$0.00	\$25.00
Badges/crafts	\$10	\$0.50	\$10.50
Total Expenses	\$100	\$3.75	\$103.75
Total Fee to charge	Before-tax amount x 1.05 = \$100 x 1.05 = \$105		

You must collect GST on the entire amount (\$100.00 x 5%) = \$5.00 even though GST was not paid on Groceries.

2.3 Provide the GST Account Number

When collecting fees for taxable activities, you need to provide the Council’s GST account number on the receipt given to the parent/guardian.

ANY Council	118938554 RT0058
BC Council	118938554 RT0035
MB Council	118938554 RT0019
QC Council	118938554 RT0008
SK Council	118938554 RT0021

- **Action by Treasurer:** When collecting payment, a receipt should be provided to the parent/guardian.



2.4 How GST collected is remitted to the CRA

Girl Guides forwards the GST collected to the CRA, on your unit's (district's) behalf, based on your transactions. There is no additional paperwork to submit for GST remittance.

- **Action by Treasurer:** For the fees collected that include GST, on the transaction; allocate the deposit to "Taxable Activity (Extract GST/GST) - Overnight + Day 15+", click the "Extract GST" checkbox on the distribution line and submit your deposit slips to your Unified Banking Clerk. For additional information refer to the [Treasurer's Handbook](#).

Click "Extract GST" checkbox

Transaction Account	Gross	Tax	Net	Extract Tax
Taxable Activity (extract HST/GST) Overnight or Day 15yrs+	\$105.00	\$5.00	\$100.00	<input checked="" type="checkbox"/>



Do not enter the tax amount on a separate row.

Transaction Account	Gross	Tax	Net	Extract Tax
Taxable Activity (extract HST/GST) Overnight or Day 15yrs+	\$100.00	\$0.00	\$100.00	<input type="checkbox"/>
Taxable Activity (extract HST/GST) Overnight or Day 15yrs+	\$5.00	\$0.00	\$5.00	<input type="checkbox"/>



- **Effect on the Unit/District account:** The GST will be deducted from your unit balance once the transaction is "Verified, Staff" status. On the revenue transaction report, you will see the amount of GST submitted to the government in the tax collected column.

FAQ SECTION 6A – REVENUES

SECTION 3 – EXPENSE - INPUT TAX CREDIT (ITC)

Note: The ITC can only be claimed on expenses associated with a taxable activity (e.g. overnight activities (all ages) and/or day activities for participants 15 years and older) where you collected GST on the fees.

3.1 Input Tax Credit

The Input Tax Credits (ITC) is a special credit your unit can receive if you are an GST collector.

If you collected fees for a taxable activity (e.g. overnight activities for any age or day activities for participants 15 years and older), the taxable expenses (i.e. GST was paid on those expenses) associated with that activity qualify for the ITC. The ITC reduces the expense by the amount of the GST paid to the merchant. The unified banking system automatically calculates the ITC for your unit.

❖ Exclusions (No ITC):

- Purchases from Girl Guides (e.g. Guide Store, GGC Event registration, crests from other GGC provincial offices etc.)
- Purchases outside Canada



3.2 How to calculate the ITC

The ITC reduces the cost of the expense to your unit by 100% of the GST paid to the merchant. Using the Example in 2.2, the ITC is lower than the GST collected by the amount of GST rate on Groceries.

Amount paid to merchants: \$103.75 = \$100 subtotal + \$3.75 GST	ITC Claimed: \$3.75 GST	Expense to Unit: \$100
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3.3 How the ITC is claimed

Girl Guides claims the ITC from the CRA on behalf of your unit/district, based on your transactions. Your expense is automatically reduced by the GST amount once your expense is “Verified, Staff” status.

- **Action by Treasurer:** In your Unit account, on the transactions; input the taxes as shown on the receipt(s), allocate the expenses associated with taxable activities to “ITC -Taxable Activity - Overnight + Day 15+” and attach your receipts. For additional information refer to the [Treasurer’s Handbook](#).

Net Amount: \$43.40 Total Tax Amount: \$2.17 Gross Amount: \$45.57

Distributions

Transaction Account	Net	Actions
ITC -Taxable Activity - Overnight + Day 15yrs+	\$43.40	

Merchant: INDIGO 412 Guide Store:

Transaction Date: 2021-10-19

Comments: camp Oct 22-24

Out of Province:

Taxes

GST

\$2.17

- No Itemized Receipt = No ITC. Itemized receipt must clearly show GST amount, vendor name and address, items purchased and tax number.
- Receipts must be “Verified, Staff” status for the credit to be applied.
- **Effect on the Unit account:** Your expense will be reduced by the ITC amount once the transaction is “Verified, Staff” status. On your transaction report, you will see the Input Tax Credit received in the “Tax rebate” column. For expenses (like groceries and some venues) that have not charged GST, treasurers should use a separate transaction and allocate it to “ITC -Taxable Activity – No Tax charge -Overnight + Day 15+ ”

FAQ SECTION 6B - EXPENSES**SECTION 4 – PUBLIC SERVICE BODIES’ (PSB) REBATE**

Note: The PSB rebate can be claimed on most unit expenses (e.g. program or craft supplies, day events for participants 14 years and under) where the ITC was not claimed.

4.1 PSB Rebate

The PSB Rebate is a rebate given to public service bodies (e.g. non-profit organizations) like Girl Guides of Canada.

If your unit expense did not qualify for the ITC (see [Section 3](#)), it most likely qualifies for the PSB Rebate. An expense only qualifies for either ITC or the PSB rebate, not both.

❖ Exclusions (No PSB or partial rebate):

- Purchases from Girl Guides (e.g. Guide Store, GGC event registration, etc.)
- Purchases from other provinces (rebate on GST-portion only)
- Purchases outside Canada

4.2 How to calculate the PSB Rebate

The following calculations are provided for information-purposes only. The unified banking system automatically calculates the PSB Rebate for your unit.

Example for a day activity for ages 14 years and under:

Activity Expenses	Before-tax amount	GST paid to merchant	After-tax amount
Facility rental- bowling	\$50	\$2.50	\$52.50

The PSB Rebate is split into two parts: GST and PST. Each provincial government determines the PSB rebate amount

Province	GST tax	Provincial tax
Quebec	5% (50%)	9.975% (50%)
British Columbia	5% (50%)	7% (0%)
Manitoba	5% (50%)	7% (0%)
Saskatchewan	5% (50%)	6% (0%)
Alberta, Northwest Territory, Yukon Territory,	5% (50%)	0%

GST Paid	GST portion of Rebate	GST paid after rebate	Expense/Cost to Unit:
\$2.50	$\$2.50 \times 0.50 = \1.25	$\$3.75 - \$1.25 = \$1.25$	$\$52.50 \text{ total} - \$1.25 \text{ Rebate} = \$51.25$

The rebate reduces the cost of the expense to your unit by a portion of the GST.

Out of province rebates are restricted to the GST portion only. (Click the out of province box)



4.3 How the PSB Rebate is claimed

Girl Guides of Canada claims the PSB Rebate from the CRA on behalf of your unit/district based on your transactions. Your expense is automatically reduced by the PSB Rebate once your expense is “Verified, staff” status.

- **Action by Treasurer:** In your Unit account, on the transactions; input the taxes as shown on the receipts, allocate the expenses to the appropriate expense categories as you would normally and attach your receipts. For additional information refer to the [Treasurer's Handbook](#).
 - No Itemized Receipt = No PSB. Itemized receipt must clearly show GST amount, vendor name and address, items purchased and tax number.
 - Receipts must be “Verified, Staff” status for the credit to be applied.
- **Effect on the Unit account:** On your Unit’s expense transaction report, you will see the rebate amount in the Tax rebates column. The rebate has already reduced your expense.



SECTION 5 – GST/GST & INDEPENDENT TRIPS

This section applies to independent trips within Canada (“Interprovincial”) or outside Canada (“International”). For additional information about Independent Trips, contact your provincial International adviser.

5.1 Interprovincial Trips

GST/HST Rates by Province

Across Canada, as per the CRA requirements, provinces have different HST, PST and GST rates. Some provinces have combined the GST and PST to form “HST” whereas others have kept the GST and PST separate.

HST Provinces:

- New Brunswick (15%)
- Newfoundland & Labrador (15%)
- Nova Scotia (15%)
- Ontario (13%)
- Prince Edward Island (15%)

Non-HST Provinces:

- Alberta (5% GST)
- British Columbia (5% GST + 7% PST)
- Manitoba (5% GST + 7% PST)
- Northwest Territories (5% GST)
- Nunavut (5% GST)
- Quebec (5% GST + 9.975% QST)
- Saskatchewan (5% GST + 6% PST)
- Yukon (5% GST)

Tax Rate to charge for Interprovincial Trips

When collecting trip fees for your interprovincial trip, the tax rate to charge depends on the destination province (i.e. the province(s) you are visiting). The **tax rate is a weighted average of the expenses incurred in each province**. In most cases, the transportation costs (flights, train, and rental car- if driving to other province) will incur your home province’s tax (and be weighted towards your home province’s tax rate.

As a guideline – Budget the tax to charge based on the highest provincial tax rate of the provinces you are visiting

Full tax analysis will be performed after the trip occurs.

5.2 Multi-Province Interprovincial Trips

As indicated above, most interprovincial trips are considered multi-province trips since some of the expenses are incurred from your home province (typically flight/transportation costs). The participants must pay taxes on the cost of the trip. After the trip a weighted average of the costs incurred in each province is calculated to identify the rate that should be charged to the participant and submitted to the CRA.

Contact Unified Banking at unifiedbanking@girlguides.ca for assistance to determine the rate.

5.3 International Trips

International trips are exempt from GST/HST because it relates to services performed outside of Canada



LIST OF QUESTIONS		Page No.
SECTION 6 – FREQUENTLY ASKED QUESTIONS		
1	Do I collect GST on the fee for sleepovers at a facility that is not charging us tax?	10
2	How do I allocate the costs for a museum sleepover that is not charging us tax?	10
3	We are camping at a Girl Guide camp, which does not charge GST on the rental. Do I need to include the camp rental cost in the calculation of GST to charge to the parents/guardians?	10
4	How do I allocate the manual expenses for a taxable activity like a camp at a Girl Guide camp (see question 3)?	11
5	If the cost of admission already includes GST, am I double collecting the GST?	11
6	How do I determine the before-tax cost when the merchant says the cost “includes GST”?	11
7	Do I collect GST on the fee for individuals with Native status that are tax exempt?	12
8	Do I collect GST on top of the amount charged by GGC for events on the Event Calendar?	12
9	Do I collect GST for taxable activities advertised on the Events calendar, which are not GGC events?	12
10	My unit has Fundraising Approval (FR.1) to host a fundraising event. Do I collect GST on the tickets?	13
11	A parent has given me money to include a purchase of a uniform in our unit’s Guide Store order. Do I extract GST from the revenue?	13
12	I collected money for an overnight camp, fall cookies and dues. Can I make one deposit?	13
13	I clicked “Extract GST” but the ending balance has not changed. Why?	14
14	For a multi-unit overnight camp, which unit collects the GST from parents/guardians?	14
15	Our unit is no longer attending a multi-unit camp. I already transferred the revenue to another unit and remitted the GST to the CRA. How do I reverse this?	14
16	We will use cookie profits to subsidize the cost of an overnight camp for the whole unit. How do we calculate the fee and GST to charge the parents/guardians?	15
17	<u>Some</u> girls received a subsidy or campership for an overnight camp. Is the GST amount based on the amount paid out of pocket by the parent/guardian?	15
18	If the unit subsidizes the overnight camp 100% (i.e. no money collected from parents/guardians for the cost of the camp), do we claim ITC or the PSB rebate on expenses?	16
19	One of the cheques I deposited was returned insufficient funds (NSF). I extracted the GST from the deposit. Now that revenue was reversed from the account, the full amount including GST was deducted from my account. How can I correct this?	16
20	I extracted GST in error (<u>or</u> I did not extract GST but should have). How do I correct this?	17
21	I need to issue a refund to a parent/guardian whose daughter is no longer attending the overnight camp. How do I handle this?	17
22	What is the difference between the ITC and PSB rebate?	18
23	Will the ITC and PSB rebate appear as a separate transaction in my unit account?	18
24	Can I claim the ITC or PSB rebate on payments to Girl Guides?	19
25	For items purchased out of province, where do I input the provincial Sales Tax ?	19
26	I lost the receipt but I know that there was GST included in the cost. Can I claim the rebate/ITC?	19
27	Why is the “Extract GST” button only on the revenue side?	19
28	I require a damage deposit cheque for a camp rental. Do I need to include GST when I submit the manual expense?	19
29	We booked an overnight event that costs \$500 + GST. We paid a \$50 deposit at the time of booking. Is GST included in the deposit?	20
30	I need to reallocate an expense from one category to another but I don’t know what amount to reallocate after the PSB rebate?	20



SECTION 6 – FREQUENTLY ASKED QUESTIONS

FAQ SECTION 6A – REVENUES *Revenues - Calculating the GST to collect*

1. Do I collect GST on the fee for sleepovers or camps at a facility that is not charging us tax?

YES If your unit is having an “Overnight activities” (see [Section 2.1](#)), you must collect GST on the fees.

Examples of Popular Sleepover Attractions		
Girl Guide Camps	Some Scouts properties	some Outdoor Education Centres
Some museums	Some Conservation Areas	Most Churches

Even if the fee you collect only covers the cost of admission, you still need to collect GST. In this situation, you are providing a service and acting as a “merchant” when you purchase the group tickets and the parent/guardian is your “customer”.

Ontario example:

Expense per girl	Unit Cost	GST Paid (ITC Claim)
Museum Cost (no GST)	\$59	\$0.00
Fee to charge per girl	Before-tax amount x 1.05 = \$59 x 1.05 = \$66.67	

2. How do I allocate the costs for a sleepover at a facility that does not charge tax?

For ease of reconciling the Taxable activity account at the provincial level and for auditing purposes, please use the allocation “ITC -Taxable Activity -No Tax Charged-Overnight + Day 15+”

Net Amount

Total Tax Amount

Gross Amount

Distributions

+ Add

Transaction Account	Net	Actions
ITC -Taxable Activity - No Tax Charged - Overnight + Day 15+	\$35.00	<input type="button" value="🗑️"/>

3. We are camping at a Girl Guide camp, which does not charge GST on the rental. Do I need to include the camp rental cost in the calculation of GST to charge to the parents/guardians?

YES The decision about whether to collect GST is based on the activity itself. (All overnight activities are taxable). The GST is calculated on the total of all before-tax expenses associated with the activity.

Expense	Unit Cost (10 girls)	GST Paid (ITC Claim)
Camp Rental	\$150	\$0.00
Bus	\$100	\$5.00
Groceries	\$50	\$0.00
Craft supplies	\$50	\$2.50
Total Expenses	\$350	\$7.50
Fee to charge per girl	Before-tax amount/girl x 1.05 = \$350/10 x 1.05 = \$36.75	



4. How do I allocate the manual expenses for a taxable activity like a camp at a Girl Guide camp (see question 3)?

➤ **Action by Treasurer:**

- Separate receipts into three categories per person (1-any Guide Store/Guide Provincial Office purchase, 2-receipts with tax and 3-receipts without tax.
- Create a separate manual expense for **each** of the three categories
 - I. For the Guide Store/Guide Provincial office purchases – make sure the guide store box is ticked
 - II. For camp expenses that include tax use the allocation “ITC -Taxable Activity - Overnight + Day 15+”
 - III. For camp expenses that have no tax charged use the allocation “ITC -Taxable Activity -No Tax Charged-Overnight + Day 15+”
- Attach the receipts to the transaction(s) [Quick tip – How to attach a receipt](#)
- The payee should receive payment for each manual expense together when the transactions have been verified by your Unified Banking Clerk

5. If the cost of admission already includes GST, am I double collecting the GST?

NO Add together the before-tax cost of all expenses related to the taxable activity (e.g. overnight activity and/or day events where the majority of participants are aged 15+) and then add GST on top of this amount.

Example: A ranger unit is going to a museum for the day where the admission is \$25 including GST

- If the cost is \$25.00 incl GST, you request \$25.00 from the parents/guardians.
- Do not request \$25.00 + GST. This would double the GST collected.

➤ **Action by Treasurer:**

Revenue: On the revenue transaction; allocate the total amount (\$25.00) to “Taxable Activity (Extract GST) - Overnight + Day 15+”. Click the “Extract GST” checkbox.

Transaction Account	Gross	Tax	Net	Extract Tax
Taxable Activity (extract HST/GST) - Overnight + Day 15yrs+	\$25.00	\$1.19	\$23.81	<input checked="" type="checkbox"/>

Expenses:

If the receipt shows the total and “including GST”, calculate the net amount by dividing the total by 1.05) the difference is the GST (\$1.19).

On the expense transaction, key the tax as shown on the receipt or as calculated (\$1.19), allocate the expense associated with taxable activity to “ITC -Taxable Activity - Overnight + Day 15+ ITC Expenses” with the before-tax amount (\$23.81) and attach the receipt(s).

6. How do I determine the before-tax cost when the merchant says the cost “includes GST”?

If the after-tax cost includes GST*, divide the total by 1.05.

If the receipt indicates it includes GST and PST/QST, then divide by the total amount of tax (e.g. in Quebec divide by 1.14975 to get the net amount. To find the amount of GST multiply the net amount by 5%)

*There are some items that are GST-only e.g. books, children’s clothing, etc., which will be noted on the receipt

Taxable Activity Expenses	After-tax Amount	Calculation	Before-tax Amount
Cost includes GST	\$105	\$105 / 1.05	\$100



7. Do I collect GST on the fee for individuals with Native status that are tax exempt?

NO, but the parent/guardian should show a copy of their Indian Status card to you. For this individual, allocate their payment to **“Special Events (Area/Province + Day Camp <15yrs)”**. You need to include a short comment on the transaction specifying tax exempt.

GST/HST and Indigenous peoples, CRA website: <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/gst-tps/frstntns/menu-eng.html>

8. Do I collect GST on top of the amount charged by GGC for events on the [Event Calendar](#)?

NO, When you register for a taxable GGC Event or Outdoor Experience (for which registration is online by unit banking ID), GST is already included in the cost per participant. When you collect fees from parents/guardians to pay for the GGC event, request the exact amount as stated on the *Event Calendar* page. There is no GST remittance from your unit account because GGC Event Organizers will remit the GST.

Example:

Revel with Rosie: Girl Guides in the Fab 40s for Guides and Pathfinders	November 10-11, 2018	Horticulture Building - Lansdowne Ottawa, ON	\$35/girl \$15/adult Fees include HST
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➤ **Action by Treasurer:**

- Allocate the revenue collected to “Special Events (Area/Province + Day Camp <15yrs)”
- Do not click the “Extract GST” checkbox.
- Include a comment on the transaction, stating the name of the Event Calendar/Outdoor Experience and/or provide details. (e.g. Revel with Rosie from Events calendar)
- When GGC charges your unit for the event, the charge will be allocated to “Special Events (Area/Province + Day Camp <15)” expense.

9. Do I collect GST for taxable activities advertised on the Events calendar, which are not GGC events?

Yes. If the activity is taxable and you are submitting payment (not registering online through your unit bank account), you need to add the GST to the amount collected from the participants. In this situation, you are providing a service and acting as a “merchant” when you register with the outside organization and the parent/guardian is your “customer”.

Rovent 2018 for Pathfinders, Rangers and Trex	October 12-14, 2018 4 p.m. - 1 p.m.	Camp Opemikon Maberly, ON	\$42.50/participant
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➤ **Action by Treasurer:**

- Calculate the cost of camp (including this registration fee). If no other expenses or Unit subsidies, the parent should be charged \$42.50 +GST = \$44.63.
- The treasurer would allocate the deposit to “Taxable Activity (Extract GST) - Overnight + Day 15+” and extract the taxes.
- When sending the money to the registrar of the event, key an expense for \$42.50 +GST and allocate it to “ITC -Taxable Activity - No Tax Charged -Overnight + Day 15+”.



10. My unit has [Fundraising Approval \(FR.1\)](#) to host a fundraising event. Do I collect GST on the tickets?

If it is an overnight fundraiser, GST must be collected.

If it is a daytime fundraiser, you do not collect GST regardless of the age of the participants.

Event Type	Age Group	Taxable	Collect GST
Fundraising Event (Overnight)	Any age	Yes	Yes
Fundraising Event (Daytime)	Any age	No	No

11. A parent has given money to me to include a purchase of a uniform in our unit’s Guide Store order. Do I extract GST from the revenue?

NO The parent should give you the exact cost of the uniform plus GST and shipping cost. Since Girl Guides cannot claim the any rebates or credits for purchases from itself, you should not click the GST to submit taxes.

➤ **Action by Treasurer:** Allocate to “Parent Orders Revenue (Guide Store)” and do not click “Extract GST”.

Transaction Account	Gross	Tax	Net	Extract Tax	Actions
Parent Orders Revenue (Guide Store)	\$45.00	\$0.00	\$45.00	<input type="checkbox"/>	

Revenues – Allocating Transactions

12. I collected money for an overnight camp, cookies and dues. Can I make one deposit?

Yes. It is preferable to make one deposit. When allocating the transaction, separate the various revenue allocations on different lines.

➤ **Action by Treasurer:**

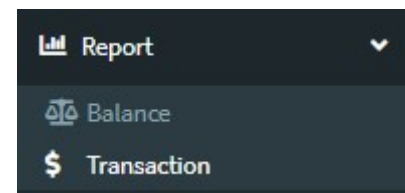
➤ For the revenue related to the taxable activity (overnight camp), allocate to “Taxable Activity (Extract GST/GST) - Overnight + Day 15+)” and click “Extract GST”.

Transaction Account	Gross	Tax	Net	Extract Tax
Dues	\$40.00	\$0.00	\$40.00	<input type="checkbox"/>
Taxable Activity (extract HST/GST) - Overnight + Day 15yrs+	\$210.00	\$10.00	\$200.00	<input checked="" type="checkbox"/>
Sandwich/Classic Cookies	\$360.00	\$0.00	\$360.00	<input type="checkbox"/>

➤ Do not extract GST for the other revenue lines.

13. I clicked “Extract GST” but the ending balance has not changed. Why?

The GST will only be submitted to the CRA and deducted from your account when your transaction has “Verified, Staff” status. Once the transaction is “Verified, Staff”, you will see the amount submitted to the CRA listed in the GST collected column, per transaction on the Revenue transaction Report.



Revenues - Multi-Unit Camp and Events

14. For a multi-unit overnight camp, which unit collects the GST from parents/guardians?

The only opportunity to submit taxes to the CRA is when a revenue is allocated. Each unit collects and deposits the fee including GST from their girls and submits the taxes to the government (by clicking “extract taxes” on the allocation of Taxable Activity (extract GST/GST) – Overnight + Day 15+.

The net amount is then transferred from the participating unit to the organizing unit (where the expenses for the camp are charged and the ITC tax credit will be realized)

➤ **Action by Treasurer:**

- Deposit fees (or receive bill payment), allocate to “Taxable Activity (Extract GST/GST) - Overnight + Day 15+” and click the “Extract Tax” checkbox.

Transaction Account	Gross	Tax	Net	Extract Tax
Taxable Activity (extract HST/GST) - Overnight + Day 15yrs+	\$250.00	\$11.90	\$238.10	<input checked="" type="checkbox"/>

- Process a Unit-to-Unit transfer from your unit’s “Expense - ITC -Taxable Activity - No Tax Charged - Overnight + Day 15+” to the organizing unit’s “Expense - ITC -Taxable Activity - No Tax Charged - Overnight + Day 15+”. Only transfer the before-tax (NET) amount.

Tx Type
 Unit to Unit Unit To Province

Unit to Unit

Tx Type
 Revenue Expense Other

From

Transaction Account Expense - ITC -Taxable Activity - No Tax Ch	Unit Number 090037 - Spark Unit, AB
---	---

To

Transaction Account Expense - ITC -Taxable Activity - No Tax Ch	Unit Number 090041 - Pathfinder Unit, AB
---	--

Amount
 \$238.10

Detailed Comments
 Transfer to pathfinders organizing overnight camp 10 girls at 23.81 (net of taxes)

For more information, refer to [Multi-Unit Event Transfer](#) (scenario two).

15. Our unit is no longer attending a multi-unit camp. I already transferred the revenue to another unit and remitted the GST to the CRA. How do I reverse this?

The unit that received the money will need to key in a unit-to-unit transfer to reverse the transfer .

Process refunds to the parents, by allocating to ITC – Taxable Activity – Overnight + Day 15+ and key the taxes (see question 21) For other questions, contact your Unified Banking Clerk.



Revenues - Subsidies

Situation 1: *All girls subsidized by the same amount*
 (E.g. unit uses cookie money to reduce overall cost of the camp)

16. We will use unit cookie profits to subsidize the cost of a sleepover for ALL participants. How do we calculate the fee and GST to charge the parents/guardians?

- a. Determine sleepover fee per participant before cookie subsidy (e.g. \$35 + GST)
- b. Calculate each participant's share of the cookie profit (e.g. \$50 cookie profit / 10 girls = \$5/girl)
- c. Reduce the sleepover fee by the cookie subsidy (e.g. \$35 less \$5 subsidy = \$30 + GST)

Taxable Activity Expenses	Estimated <u>before-tax</u> cost per person
Accommodation	\$15
Food	\$10
Badges	\$5
Craft supplies	\$5
Total Net camp cost	\$35
Less: Group Subsidy	-\$5
Total Fee to charge each girl	\$30 + GST = \$31.50

Unit subsidy reduces the camp fee for ALL girls by the same amount.

The total camp fee becomes **\$30** + GST per girl.

Transaction Account	Gross	Tax	Net	Extract Tax
Taxable Activity (extract HST/GST) - Overnight + Day 15yrs+	\$31.50	\$1.50	\$30.00	<input checked="" type="checkbox"/>

Situation 2: *Some girls subsidized, each girl receives a different amount*
 (E.g. girl applies for campership/camp subsidy; girl sold more cases of cookies to cover cost of camp)

17. **SOME** girls received a subsidy or campership for a sleepover. Is the GST amount based on the amount paid out of pocket by the parent/guardian? How do we allocate the deposit?

NO. The camp fee charged and GST amount collected should be the same for every participant. The subsidy simply reduces the balance owing from the parent/guardian but does not change the fee and GST charged.

Taxable Activity Expenses	Estimated <u>before-tax</u> cost
Accommodation	\$15
Food	\$10
Badges	\$5
Craft supplies	\$5
Total NET camp cost	\$35
Total Fee to charge (most girls in unit)	\$35 + 5%GST (1.75) = \$36.75
Less: Individual Subsidy (campership)	-\$20.00
Total Fee to charge (girl with campership)	\$16.75 (15.00+1.75)

Individual subsidy does not reduce the camp fee charged (and GST amount) but only reduces the balance owing.

The total camp fee is still **\$35** + GST per girl.

Treasurer does the following allocations:

- Row 1: A girl who did not receive a subsidy. The camp fee is \$35 + \$1.75 GST.
 Row 2&3: A girl who receive a \$20.0 subsidy. The camp fee is still \$35 + \$1.75 GST but there is a second row entered with the -\$20.00 subsidy recorded. On the subsidy row, do not click the “Extract GST”

CORRECT ENTRY

Transaction Account	Gross	Tax	Net	Extract Tax
Taxable Activity (extract HST/GST) - Overnight + Day 15yrs+	\$36.75	\$1.75	\$35.00	<input checked="" type="checkbox"/>
Taxable Activity (extract HST/GST) - Overnight + Day 15yrs+	\$36.75	\$1.75	\$35.00	<input checked="" type="checkbox"/>
Taxable Activity (extract HST/GST) - Overnight + Day 15yrs+	(\$20.00)	\$0.00	(\$20.00)	<input type="checkbox"/>



For both girls, the GST extracted is \$5.25.

INCORRECT ENTRY

If you do not enter a subsidy row, you will not remit the correct GST amount. In this example below, if you enter the amount paid by the parent and click “Extract GST”, the GST extracted will be \$0.80. This is incorrect. The GST should be \$1.75.

Transaction Account	Gross	Tax	Net	Extract Tax
Taxable Activity (extract HST/GST) - Overnight + Day 15yrs+	\$16.75	\$0.80	\$15.95	<input checked="" type="checkbox"/>



18. **If the unit subsidizes the overnight camp 100% (i.e. no money collected from parents/guardians for the cost of the camp), do we claim ITC or the PSB rebate on expenses?**
PSB In order to claim the ITC, you must have collected GST on the camp fees. You can only claim the PSB rebate on expenses. Allocate expenses to “Special Events (Calendar + Day Camp <15)” expense and insert a comment on each transaction that it is a fully subsidized camp.

Revenues - Common Errors & Refunds

19. **One of the cheques I deposited was returned insufficient funds (NSF). I extracted the GST from the deposit. Now that revenue was reversed from the account, the full amount including GST was deducted from my account. How can I correct this?**
 This is a timing issue that will be corrected when you receive the replacement cheque from the parent/guardian. Deposit the new cheque to the allocation the NSF cheque was charged to and write it in the comments – returned NSF and you won’t have to process any entries for taxes reimbursed then resubmitted.
20. **I extracted GST in error (or I did not extract GST but should have). How do I correct this?**
 Contact your Unified Banking Clerk. A manual adjustment will be made to reverse (or remit) the GST amount.



21. I need to issue a refund to a parent/guardian whose daughter is no longer attending the overnight camp and I extracted the GST when I deposited her payment. How do I handle this?

Request a manual expense payable to the parent/guardian through your unit bank account. The expense should be allocated to “ITC -Taxable Activity - Overnight + Day 15+” showing the before tax and tax amounts originally charged to the parent. The sum of the “Before Taxes Amount” and the “Tax Amount” should total the amount paid by the parent. The “Tax Amount” should show the GST that was extracted originally when the revenue was processed. This expense will offset the GST collected and extracted on the deposit. Write a comment detailing the transaction number of the deposit and the parent

➤ **Action by Treasurer:**

- Locate the transaction number of the deposit of the parent’s payment
- Key in a manual expense using before tax amount and tax amount allocated on the deposit. Choose the allocation “ITC -Taxable Activity - Overnight + Day 15+”
- In comments refer to Revenue transaction number when original payment was deposited and the parent’s address.

Net Amount	Total Tax Amount	Gross Amount
\$50.00	\$2.50	\$52.50

Distributions

+ Add		
Transaction Account	Net	Actions
ITC -Taxable Activity - Overnight + Day 15yrs+	\$50.00	🗑️

Merchant

Refund

Guide Store

Transaction Date

2021-10-30

Receipt Date

2021-09-15

Payee Address and Comments

Refund Ayesha camp fees. deposit 172365
 123 Main St
 Sometown, AB
 T0E 9Z9

Payee Name

Jane Doe

Out of Province

Taxes

GST

\$2.50



FAQ SECTION 6B - EXPENSES

Expenses – PSB Rebate vs. ITC

22. Will the ITC and PSB rebate appear separately in my unit/District account?

NO. When your transaction is “Verified, Staff” status, you will see the “Net Amount” (i.e. the expense cost after the rebate or ITC is claimed).

When you view the list of all your expenses, you’ll notice that there are two columns – **Net Amount** and **Amount**.

Net Amount represents the amount that is charged to your unit after the rebate/ITC is claimed.

Amount represents the total cost (including taxes) paid to the merchant.

ID	User ID	Unit Name	Type	Status	GL	Net Amount	Amount	Date
987230	060001	1st Guiding Unit	Expense - Manual	Verified, Staff		100.00	113.00	09/02/2021
987224	060001	1st Guiding Unit	Expense - Manual	Verified, Staff		103.94	113.00	09/02/2021

The transaction report identifies the amount of taxes submitted to the government. Both the ITC and the PSB are identified in the column “TaxRebate”, the actual amounts charged to the different allocations are shown in the columns of the transaction report

Expenses – Which expenses can be claimed?

23. Can I claim the ITC or PSB rebate on payments to Girl Guides?

(e.g. Guide Store, GGC Events, GGC challenge crests purchased from Provincial offices)

NO. Your unit is part of “Girl Guides of Canada” – one legal entity. We cannot claim a rebate on tax paid to ourselves.

- **Action by Treasurer:** In your unit account, you must enter Guide Store purchases as separate manual expenses. You must click the “Guide Store” checkbox.

Transaction Account	Net
Awards and Badges	\$101.80
Merchant	
SP * GIRL GUIDES OF CA	Guide Store <input checked="" type="checkbox"/>

24. For items purchased in other provinces, where do I input the provincial Sales Tax?

For out of province purchases, you can only claim the 5% GST federal portion. The receipt should show the breakdown between GST and provincial tax. Enter only the GST in the GST field and add the provincial tax to the Net amount field on the transaction. Click the out of province field and select the province.

Out of Province

Taxes

GST

Receipts

Province

Select

Select

Alberta

Manitoba

New Brunswick

Newfoundland and Labrador

Northwest Territories

Nova Scotia



25. I lost the receipt but I know that there was GST included in the cost. Can I claim the ITC or PSB rebate?

NO. Unless the receipt states the GST amount or states, “includes GST”, the PSB rebate or ITC cannot be claimed. It is important to request an itemized receipt as the credit card slip will not allow you to claim the PSB rebate or ITC.

26. Why is the “Extract GST” button only on the revenue side?

The PSB rebate and ITC are calculated through Unified Banking system based on the GST/GST amount you entered and the allocation you selected (e.g. ITC Expense, Program, etc.).

Expenses – Damage Deposits & Deposit Payments

27. I require a damage deposit cheque for a camp rental. Do I need to include GST when I submit the manual expense?

NO. Do not enter a tax amount on the expense.

➤ Action by Treasurer:

- If the invoice or quote indicates they will be charging GST on the final invoice , allocate the expense to “ITC -Taxable Activity - Overnight + Day 15+” and key “camp deposit” in the comments section. Do not enter any GST or GST.
- If the invoice or quote either shows it won’t be charging taxes or it does not indicate anything about taxes, allocate the expense to “ITC -Taxable Activity – No Tax charged -Overnight + Day 15+” and key “camp deposit” in the comments section.
- If your deposit was cashed and later returned to you by way of cash or cheque, deposit the money and allocate the revenue to “Special Events (Calendar + Day Camp <15yrs)” revenue. You need to include a comment on the deposit transaction, stating the returned damage deposit for camp.
- If the original cheque is returned to you, send an image of the cheque to unifiedbanking@girlguides.ca for the cheque to be cancelled. The funds will be credited back to your unit account through a province to unit transfer

28. We booked an overnight event that costs \$500 + GST. We paid a \$50 deposit at the time of booking. Is GST included in the deposit?

Yes. However, if the GST is not clearly stated on the receipt, enter \$0 for the tax amount. On the balance payment, enter the full tax amount.

Payments	Subtotal	Tax Amount (GST)	After taxes Amount
Payment 1 – Deposit	\$50	\$0	\$50
Payment 2 – Balance	\$450	\$25	\$475
Total event cost	\$500	\$25	\$525

Expenses – Common Errors

29. I need to reallocate an expense from one category to another but I don’t know what amount to reallocate after the PSB rebate?

View the list of all your expenses and find the transaction you would like to reallocate. For expenses with GST that are “Verified, Staff” status, you will see that the “Net Amount” is lower than the “Amount”. To reallocate the expense, enter a unit-to-unit transfer with your own unit using the “Net Amount” to reallocate your expenses. The transaction report also shows the amount in the transaction account expense column.

ID	User ID	Unit Name	Type	Status	Net Amount	Amount	Date
987224	100001	1st Guiding Unit	Expense - Manual	Verified, Staff	97.62	100.00	09/02/2021



SECTION 7 – GST EXAMPLE

Your unit is camping at a Girl Guide camp for one weekend in Ontario. You have 10 girls attending the camp.

Budget

Expense	Per Girl Cost	Unit Cost (10 girls)
Camp Rental	\$35	\$350
Bus	\$15	\$150
Groceries	\$15	\$150
Craft supplies	\$5	\$50
Before-tax fee	\$70	\$700

However, during the year, you sold cookies and accumulated \$100.00 in cookie profit. You want to use this cookie profit to subsidize the cost of the camp per girl.

Fees	Per Girl Cost	Unit Cost (10 girls)
Before-tax fee	\$70	\$700
Less: Cookie Subsidy	-\$10	-\$100
Fee after subsidy*	\$60	\$600
Fee including GST	\$60 + \$3.00 GST = \$63.00	\$630.00

*Only applicable when all girls are subsidized by the same amount (see FAQ 17)

REVENUES

You ask the parents/guardians to pay \$60 + GST for a total of \$63.00 per girl. When you receive the money, you make the deposit and allocate to “Taxable Activity (Extract GST) - Overnight + Day 15+” and click “Extract GST”.

Sample Revenue Allocation

Transaction Account	Gross	Tax	Net	Extract Tax
Taxable Activity (extract HST/GST) - Overnight + Day 15yrs+	\$630.00 1	\$30.00 2	\$600.00 3	<input checked="" type="checkbox"/>

1. You collected total revenue of \$630.00, which is \$63.00 x 10 girls
2. You extracted GST of \$30.00, which is \$3.00 GST x 10 girls
3. Your unit keeps \$600. The \$30.00 GST is remitted to the CRA.

EXPENSES

You book and purchase all items for the weekend camp. For all purchase card and manual expenses, allocate the expense to “ITC -Taxable Activity - Overnight + Day 15+” or “ITC -Taxable Activity - no tax charged- Overnight + Day 15+”



Sample Expense Allocations

Invoice including taxes:

Net Amount	Total Tax Amount	Gross Amount
<input type="text" value="\$150.00"/>	<input type="text" value="\$7.50"/>	<input type="text" value="\$157.50"/>

Distributions

<input type="button" value="+ Add"/>		
Transaction Account	Net	Actions
ITC -Taxable Activity - Overnight + Day 15yrs+	\$150.00	<input type="button" value="🗑"/>

Merchant

Guide Store

Transaction Date

Receipt Date

Camp rental (Invoice without tax):

Net Amount	Total Tax Amount	Gross Amount
<input type="text" value="\$350.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$350.00"/>

Distributions

<input type="button" value="+ Add"/>		
Transaction Account	Net	Actions
ITC -Taxable Activity - No Tax Charged - Overnight + Day 15+	\$350.00	<input type="button" value="🗑"/>

Merchant

Guide Store

