

New Trip Treasurer Orientation

This document is to prepare you for your new role as a Trip Treasurer. You will also be required to complete our online Orientation and brief questionnaire. Upon successful completion of the online Orientation, Treasurers will receive access to their Trip Banking account. An email will be sent to you with your login and password.

This Orientation is not part of the Financial Management training section of TEAM training. The full Financial Management training is available on the events calendar. TEAM Financial training, an in-depth online training, is done with a trainer who takes you through all of the steps in this document as well as demonstrating all of the sections of our Centralized Banking site.

Unit Banking Page – click on this link to go directly to the Unit Banking information page.

http://www.girlguides.ca/WEB/ON/Adult_Members/Unit_Banking/ON/Adult_Members/Unit_Banking/Unit_Banking_page.aspx

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Treasurer Responsibilities:

1. Budget/Plan – Follow the proposed budget and continuously update the [Independent Trip Budget template](#).
2. Ensure you have access to the trip roster (participants and their iMIS number)
3. Abide by the [Ontario Council Code of Financial Accountability For Trip Units](#).
4. Ensure each participant pays a minimum of 10% of the total cost of the trip themselves. Report to parents the costs and procedure for trip cancellation and/or participant withdrawal. Quarterly report finances to parents so they know where they stand. Personal costs that the participant is responsible for purchasing themselves are Passport, International Uniform, Gifts & Souvenirs, and Insurance & Notarized Permission. Personal costs can be processed through the trip account but must be reimbursed in full by the participant.
5. Guarantee the Contingency and/or Emergency Funds are approximately 10% to 15% of the total cost of the trip. Contingency funds cover unforeseen expenses while at an event/camp/activity (e.g. taxi fare, extra supplies, etc.). Emergency funds should be either credit or cash to cover unforeseen expenses during travel (e.g. emergency travel home, emergency medical expenses, etc.). Either credit or cash from the unit or trip sponsor (e.g. national, province, outside sponsor, etc.) must be obtained or available to the Responsible Guider.
6. 90% of total trip cost can be fundraised money. Confirm that proper approval is obtained **in advance** for all fundraising activities via the FR.1 process. Note: Fundraisers for the purpose of independent trips should be sent to trips@guidesontario.org. In addition, a minimum of 25% of the total amount fundraised for GGC activities, events and travel must be done through cookies sales. There are no refunds for any money raised to support the trip. These funds are raised on behalf of GGC belong to GGC.
7. Monitor the Trip Banking Account **weekly** to ensure that all transactions are accurate.
-If deposits or purchase card expenses do not appear within one week or there are entries that appear that are not yours, contact your **Trip Administrator**.
8. Deposit all revenues received as soon as possible.
9. Use one deposit slip for any money collected (i.e. cookies & payments). You do not need to separate the deposits by type of deposit.
10. Prepare manual expense entries for any non-Purchase/VISA card expenses incurred by any member of the unit leadership team. Make sure you receive original receipts and either scan, email, fax or mail them in to your **Trip Administrator** right after you create the manual expense and write the transaction number, your initials and the date on the front each receipt. Multiple receipts, as long as they are payable to the same person (and are not a Guide Store receipt) can be combined and submitted for one manual expense transaction.
11. Verify all deposits and Purchase Card transactions and write the transaction number, your initials and the date on the front of them.
12. Submit all deposit slips and Purchase/VISA card receipts to your **Trip Administrator** on a regular basis. Scan and email is the preferred method. Please keep all original receipts until after you have received confirmation that your year-end checklist is complete. You can also take a picture and email it if you do not have a scanner, ensure the copy is clear. Forward electronic receipts to your trip administrator and include the transaction number.
13. Ensure the Trip account does not go into deficit!
14. Confirm the number of cases of cookies ordered from your unit's Cookie Orderer and ensure that girl cookie sales are tracked via the [Independent Trip Budget template](#).

15. Ensure ALL cookie money is deposited (\$60.00 per case ordered) before the cookie payment due date for each campaign.
16. Complete and submit a Year End Checklist, every year, by the due date: **June 30**. If it is the year your Trip is travelling, submit the trip Year-end Checklist within 30 days of your travel.
17. Keep your fellow Trip Guiders informed, by having them use the “Read Only” (shadow) access to your account and inform them of the account balance monthly.
18. Prepare a [Centralized Banking Authorization Form](#) when terminating the Treasurer position and send the completed form to your **Trip Administrator** for processing.

The procedures set up in this document are aimed at ensuring fiscal responsibility for the Treasurer, all Guiders in the Trip unit and Girl Guides of Canada.

1. Centralized Banking Explained

Girl Guides of Canada, Ontario Council uses a centralized banking system for all Units and Independent Trips. This means that all Girl Guide revenues and expenses flow through one central Royal Bank of Canada (RBC) bank account. However, the one central bank account is divided into many subaccounts. Each unit controls one subaccount, the *Trip Banking Account*.

Deposit Slips are unique to your unit only. Do not borrow slips from another unit or share yours.

To monitor the transactions in the Trip Banking Account, the Treasurer must log in to the *Unit Banking* website using a unique User ID and Password provided by the Unit Banking Department. Through the Website, the unit is able to perform various financial functions such as verifying expenses and revenues, requesting credit limit increases, requesting cheques for reimbursements and payments, requesting wire transfers for foreign currency payments, and transferring funds to other units or to Ontario Council.

2. Managing Public Funds Accountability

- **Funds collected in the name of Girl Guides of Canada–Guides du Canada are considered public funds and must be accounted for in a fiscally responsible manner.**
- All monies must be safeguarded and all revenues and expenses carefully recorded and documented on a timely basis.
- Trip Banking records must be kept up-to-date.
- There is zero tolerance for misappropriation of funds.
- All Guiders in the Trip should be aware of the financial status of the Trip

2.1 Unit Expense Guidelines

- Donations – Units/Trips cannot donate funds to other organizations or charities
- Reimbursement – Reimbursement for volunteer activity is limited to actual expenses
- Gifts – In lieu of gifts Guiders can be recognized by nominating them for awards
- Gift Cards – are not permissible
- Telephone/Internet – GGC will cover expenses required for GGC business.
- Gas purchases are not reimbursable.
- Alcohol – Not eligible on purchase card (PCard) or reimbursable
- Uniform – Uniform costs are a personal expense
- Adult Training may be reimbursed with pre-approval of all Guiders in the unit.
- Equipment purchases over \$300 require pre-approval by all Guiders in the Trip.
- Family care – is a personal responsibility

3. Getting Started on Centralized Banking

3.1 Centralized Banking main screen

Log on using your six digit Trip Banking ID and password using a free compatible browser such as Google Chrome or Mozilla Firefox. (There are issues using Internet Explorer/Edge)



The Centre screen displays Expenses and Revenues in various stages

- **Waiting Expenses** – click here to verify expenses made on the Purchase Card.
- **Unverified Expenses** – Expenses that have been questioned by your **Trip Administrator** and need to be reviewed
- **Total Expenses** – All Expenses for the unit.
- **Transfers** – Money transferred into or out of your account (through expense allocation)
- **Waiting Revenues** – click here to verify deposits made to the account.
- **Unverified Revenues** – Deposits that need to be corrected and resubmitted to your **Trip Administrator**
- **Total Revenues** – All Revenues for the unit
- **Transfers** – Money transferred into or out of your account (through revenue allocation)

3.2 Main Screen Tool Bar

Transactions

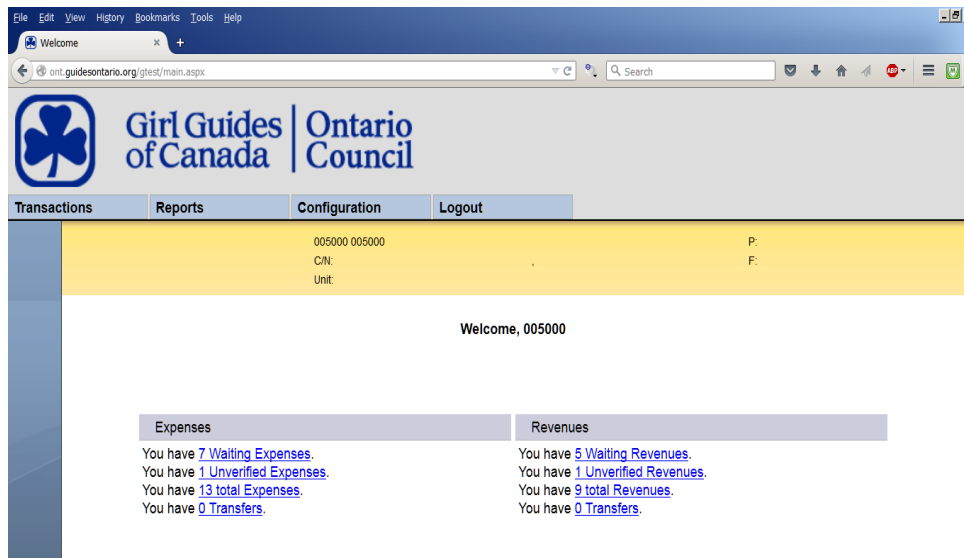
- Expenses
 - View Outstanding (Waiting and Unverified) Items listed as Waiting Guider need to be verified by the Treasurer.
 - New – Click here to enter your Manual Expense (not using Purchase Card)
 - View All – All Expense transactions for this account
- Revenues
 - View Outstanding (Waiting and Unverified) Items listed as Waiting Guider need to be verified by the Treasurer
 - View All – All deposits for this account
- Transfer Requests
 - View Outstanding
 - New
- Credit Limit Requests – Permanent (Annual) or Temporary increase to your Purchase Card

Reports

- Balance sheet defaults to the current guiding year. You can request specific dates.
- Transaction Report (CSV) - Downloads to an excel spreadsheet of all expense or revenue for the date range requested.

Configuration – Change your password

Log out - (The site will log you out after five minutes of inactivity)



3.3 Password Locked

Entering your login or password incorrectly 3 times will result in your account being locked. An email will only be sent to you during regular business hours with a new password.

4. Trip Deposits & RBC Bill Payments

Girl Guides of Canada, Ontario Council is set up on Royal Bank's National Direct Deposit Service (NDDS). This service allows units to make deposits at any RBC branch using preprinted MICR-encoded deposit slips. The coding on the deposit slip ensures that the deposit is credited to the correct Banking Account. The Treasurer will receive a batch of pre-encoded RBC deposit slips when the unit is first set up.

- All cheques received by the unit must be made payable to “**Girl Guides of Canada, Ontario Council**” regardless of what the cheque is for. Add the unit name in the memo field.
- Write the 6-digit Banking Account ID on the back of each cheque.
- When allocating a revenue transaction for personal payments from participants, it is important to write their full name and iMIS number in the comments.
- Prepare a pre-encoded deposit slip and make the deposit at any RBC branch. ([Quick Tip 4 – How to Use RBC Deposit Slips](#))
- Once the deposit has appeared in the Trip Account, verify the transaction. ([Quick Tip 5 – Allocating a Deposit](#))
- Deposits appear in the account in 1-2 business days
- Print the Date, Transaction Number and your initial on the FRONT of the deposit slip. Scan & Email, Fax (or mail) the deposit slips to your **Trip Administrator**

For Assistance or to report missing deposits, contact your **Trip Administrator**.

To request additional deposit slips, contact purchasecard.admin@guidesontario.org

4.1 Cookies – you should designate someone to take on this task.

- Confirm the number of cases on order
- Ensure parents confirm the number of cases taken by having them sign for the cases
- Keep track of girl's payments received
- No one in the unit should accept money not in an envelope, clearly marked with the girl's name and amount enclosed (have extra envelopes on hand at your meetings)
- Assist with collecting by reminding families of due dates by email, newsletters and phone calls.
- Send home collection envelopes with the payment Due Date clearly marked. (this should be at least 2-3 weeks before your payment is due to Province)
- Send home the instructions on [Parent Bill Payment](#) which allows Parents to pay for cookies or camps or events using online bill payment (like they would pay for their Hydro bill online). Payments made by Parent Bill Payment still need to be allocated and verified – however this is no paperwork to be submitted.
- When sending large number of cases of cookies home with someone, using the [Parent cookie agreement](#) for payment is advisable
- If a parent has not submitted payment by the specified unit payment date and **you have a signature** for the number of cases taken, **immediately** begin the process outlined in the [Parent Not Paid Procedure](#). If you follow this procedure and are still unsuccessful then Ontario Council will reimburse the unit for the missing money and handle any further collection steps. To be eligible for reimbursement, all unit documentation must be submitted to the [Cookie Coordinator](#) within the time lines of the Parent Not Paid procedure.

5. Trip Purchase Cards (VISA card)

- When a Purchase card (PC) charge appears in the Unit Banking Account, obtain the receipt from the Purchase Card Holder and verify the transaction. ([Quick Tip 7 – Allocating a Purchase Card Expense.](#))
- All receipts should include the **Date, Vendor, HST#, Items purchased and Tax breakdown. (a visa receipt – indicating the amount paid to the vendor is not sufficient)**
- The purchase card can be used wherever VISA is accepted. For any purchases made outside Canada, do not separate that country's taxes within the transaction allocation when verifying the expense – we can only claim HST and GST from Canada
- If the receipt showing the transaction and tax breakdown is not received please complete a [Lost or Incomplete Receipt Form.](#)
- **Print the transaction number, the date and your initials on the front** of the receipt before scanning. *Use the back of the receipt for other details such as Event, Payee's Name, Date of event etc. if you wish.*
- Submit the receipts to your **Trip Administrator** (by mail, scan/email or fax) *** Please note that Scanning and Email are the preferred method of submission.
- Purchase card transactions will be deducted from your Centralized Banking Account within 2 business days.
- Ontario Council pays the bill on behalf of your Unit.
- Your Purchase Card Credit Limit is reset on the 28th of each month.
- The default monthly limit for trip units is \$1,000.00 (or \$500.00 each, if the trip has 2 purchase card holders). The treasurer can request an increase of the limit on the unit banking site (under the transactions drop down menu)
- For online purchases, the purchase card billing address is 180 Duncan Mill Rd, Suite 100, Toronto, ON, M3B 1Z6. For the shipping address you use your own.
- If you require a second Purchase Card, there is an annual fee of \$15.00 charged to the Trip account.

6. Transfers

Transfers are the only way for trips to send money to other units or to Ontario Council. You can only transfer funds from your unit to another unit (you cannot “charge” them for something – cookies, shared camp expense etc.)

Similarly, Ontario Council only sends money to units/trips by transfer. If transferring to another unit you must request their six digit banking ID# (not their unit iMIS #).

The screenshot shows the 'Transfer Request' form on the Girl Guides of Canada Ontario Council website. The form is titled 'Unit - to - Unit' and includes the following fields and options:

- User:** Text input field.
- Unit Name:** Text input field.
- Community:** Text input field.
- Unit Treasurer:** Text input field.
- Transfer Type (Select only one):** Radio buttons for 'Unit to Unit' (selected) and 'Unit to Province'.
- Unit - to - Unit:**
 - Type:** Radio buttons for 'Shared Revenue', 'Shared Expense', and 'Other' (selected).
 - Funds From:** Unit User ID (text input) and Description (dropdown menu labeled '(Select One)').
 - Funds To:** Unit User ID (text input) and Description (dropdown menu labeled '(Select One)').
 - Transfer Amount:** Text input field with '\$ 0.00' entered.
 - Detailed Comments:** Large text area for notes.

Navigation tabs at the top include Transactions, Reports, Configuration, and Logout. A 'Save' button is located at the bottom right of the form.

- Fill in the *Transfer Request* page on the website under Transactions/Expenses/Transfer Requests/New". ([Quick Tip 8 – Submitting a Transfer Request](#))
- Please note transfers coming into your account on the expense side may show up as a negative expense. A negative expense lowers the expense to your unit which means there is more money in your unit banking account.
- Transfers are deducted from the Trip Account when the transaction shows “Verified Provincial”.

Examples of Transfers

Purchasing cookies from another unit – If you have taken cookies from another unit, they are still responsible for paying Province for all of cases they ordered.

The Unit/Trip receiving the cookies completes the monetary transfer request in Unit Banking. The transfer cost per case is based on the cost charged to the unit giving the cookies. Do the transfer **AFTER** the provincial invoice has been sent. Ensure you have their Unit Banking ID#.

The screenshot shows the 'Unit - to - Unit' transfer form. The 'Transfer Type' is 'Unit to Unit'. The 'Type' is 'Shared Expense'. The 'Funds From' and 'Funds To' are both 'Expense - Fall Cookie purchases'. The 'Transfer Amount' is '\$ 47.75'. The 'Detailed Comments' field contains the text: 'Transfer cost of 1 case of cookies to brownie unit.'

Type – click on Shared Expense

Description – Fall (or Spring) Cookies

Description - Fall (or Spring) Cookies

Attending a day event organized by another unit

Type – click on Shared Revenue

Description – Joint Event Revenues

Description – Joint Event Revenues

The screenshot shows the 'Unit - to - Unit' transfer form. The 'Transfer Type' is 'Unit to Unit'. The 'Type' is 'Shared Revenue'. The 'Funds From' and 'Funds To' are both 'Revenue - Joint Event Revenues'. The 'Transfer Amount' is '\$ 10.00'. The 'Detailed Comments' field contains the text: 'Transfer net fee collected for an event hosted by another unit.'

Transfers handled solely by Ontario Council

- Membership Fee Revenues (\$24.00/girl) – for unit accounts
- Cookie payments (Dec & June)
- Rental of an Ontario Council owned camp/facility
- Trip Subsidy Transfers

For Assistance: Contact banking.admin1@guidesontario.org

6.1 Donations to and from Units

Units may make donations to the Canadian World Friendship Fund (CWFF) by transfer.

- CWFF donations are not automatically withdrawn from the Unit Account. Complete a Unit-to-Ontario Council Transfer Request to initiate the transfer. ([Quick tip 8 – Submitting a Transfer Request](#))
- Ontario Council will withdraw the requested donation amount from the Unit Banking Account within 2 business days of receipt of the transfer request.
- Units cannot make donations – this includes not for profit organizations or other units.
- Small Donations received by the unit are to be deposited into your unit account
- All cheque donations are to be mailed to Girl Guides of Canada Ontario Council at 180 Duncan Mill Road, Toronto (Accounts Receivable). Tax receipts, if required, are sent from the office for amounts more than \$20.00.
- Your unit account will be credited by Province to Unit transfer within 10 days of receipt by Province.
- Solicited donations must have approval. Please use the FR.1 form

For Assistance: Contact banking.admin1@guidesontario.org

6.2 NSF Charges

When you are notified of a returned cheque, you will be asked to collect the missing amount of the cheque plus the NSF charge (\$25.00) Ontario Council has incurred

- Deposit the money from the parent to the account
- Initiate a unit to province transfer for the \$25.00 NSF charge to Other Administration allocation

7. Manual Expenses

The Trip purchase card should primarily be used to pay merchants and service providers. However, there are situations in which the purchase card is not accepted. The Trip can request a cheque or direct deposit payment to a vendor or the participant that incurred the expense.

- Complete the [Manual expense Calculator](#) for reimbursements to the same person/vendor if there are multiple receipts to be submitted.
- Fill in the Manual Expense page under Transactions/Expenses/New. ([Quick Tip 6 – Submitting a Manual Expense.](#))
- Print the transaction ID #, your initials and the date submitted on the front of the receipt(s). Use the back of the receipts for other details such as Category, Event or payee.
- If the receipt showing the transaction and tax breakdown is not received, please complete a *Lost or Incomplete Receipt Form*.
- Submit your receipt/documentation to your **Trip Administrator** by scan and email, fax or mail. Monitor the status of the transaction (scan and email are the preferred method). If you don't own a scanner you can also take a clear picture (it must be clear, legible) with your camera or phone and email it.
- The transaction will not be processed until the completed receipt/documentation has been received and verified by Province.
- The amount of the manual expense is immediately deducted from your Trip Account.
- If you need to pay an invoice from another country in their currency, you can request payment by wire payment or bank draft. Create a manual expense in the amount of the foreign currency, write the currency in the comments field, and send the supporting documents containing the invoice and the

company's banking information to your **Trip Administrator**. (Quick Tip [18 – Requesting Funds in Foreign Currencies](#))

- If you need to pay an invoice which includes a tip, include the tip amount in the net amount of the invoice to be paid.(if it is in a foreign currency use the same rate as the rest of the invoice)
- If you pay a tip (cash) to someone (bus driver etc.), please complete a [lost or incomplete receipt form](#) and have a co-guider sign the form with you. Please make sure the tip is appropriate to the task completed. You can submit the lost or incomplete receipt as a manual expense to pay the person who paid the cash or list it on the cash advance if one was taken for the trip.

PLEASE NOTE –

Scanning and emailing of receipts and deposit slips is the preferred method of submission.

Clear pictures from cameras or phone are acceptable but they must be completely legible!

Reimbursement - All complete receipts received by Thursday, will be processed and paid the following week except for small Manual Expenses totaling \$20.00 or less. They will be done at the end of the August each year.

Payments by Direct Deposit (EFT) - for any amount, will be deposited into your personal bank account within 7 days (Please note this must be set up in advance of the payment).

Payments by Cheque should be received within 14 days (under \$20 exception noted above)

8. Activities & HST

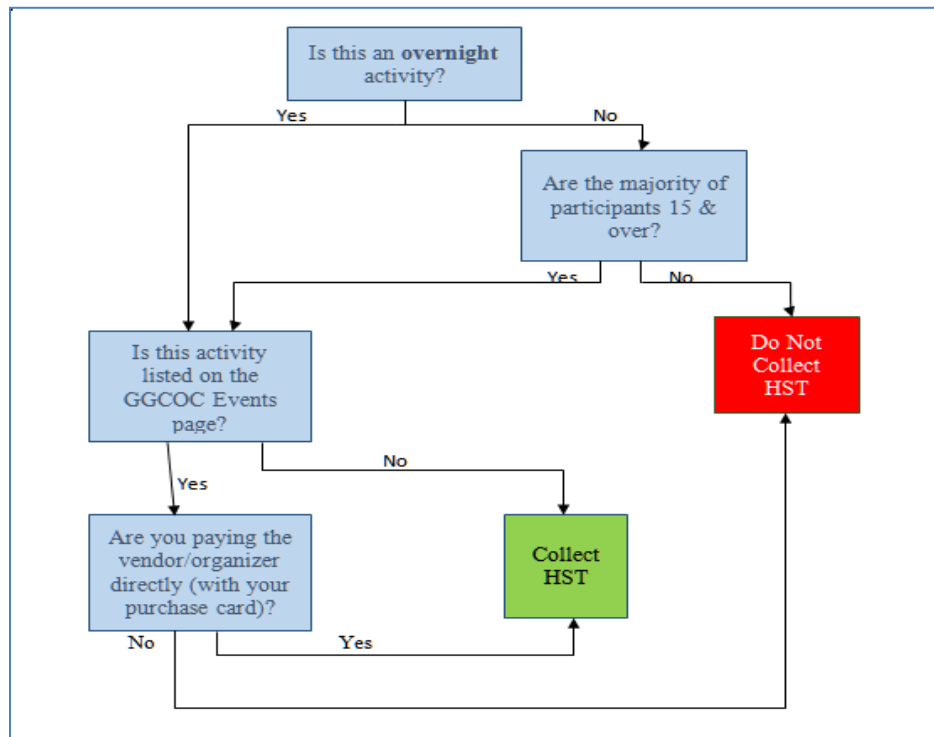
The Canada Revenue Agency (CRA) requires units to collect HST on the revenue we collect for certain taxable activities, such as overnight events **within Canada** for all participants (e.g. camps, sleepovers and museum overnights) and day events where the majority of participants are 15 years and older (Rangers or Trefoil Units). On the other hand, the CRA also allows units to recover either 100% of the HST (Input Tax Credit (ITC)) or GST (for non HST provinces and territories) paid.

Interprovincial trips are considered taxable activities. International trips are not considered taxable activities because it relates to services performed outside of Canada. Either international or interprovincial may have taxable activities in the form of fundraisers or pre-trip activities which are taxable activities.

8.1 Taxable Pre-trip (or fundraising) Activities – either interprovincial or international trips

Determine if you must charge HST. Certain types of events, such as overnight events for all participants (e.g. camps, sleepovers and museum overnights) and day events for Rangers or Trefoil Units are taxable.

- Events listed on the Event Calendar, will list the HST required. However if you register and pay using your banking number online from the Events page, you do not need to collect additional HST (already included in the fee).
- Calculating the HST to be collected
 - Determine the fee to charge.
 - Calculate the total before tax cost for the event. The fees you collect from parents/guardians typically cover a variety of expenses including transportation, meals, craft supplies, accommodations, admission tickets, etc.
 - Subsidies from unit funds or from cookie selling can be used to reduce the cost to everyone in the unit, so that the HST charged would be calculated on the reduced charge (event cost – subsidy).
- Fees collected that include HST, allocate the deposit to “Taxable Revenue (HST)”, click the “Extract HST” checkbox on the distribution line. **ONLY EXTRACT HST** when using the Taxable Revenue (HST) account.
- In your Unit account, allocate the expenses associated with taxable activities to “ITC Expenses”.
- No itemized receipt = no HST rebate. Itemized receipts must clearly show the items purchased and the HST amount.
- [HST guidelines manual](#) includes frequently asked questions



On your balance report, you will see the amount of HST collected accumulate in the HST Collected box. At the end of the month, this number clears to zero.

On your balance report, you will see the credit /rebate accumulate in the HST Rebate box. This is for information purposes only. The credit/rebate has already reduced your expense. At the end of the month, this number clears to zero.

8.2 Interprovincial Trips

Interprovincial trips are considered taxable activities, however the rate to charge the participants is a weighted average of the expenses incurred by province where the expense incurred. As with all taxable activities, group fundraising or group subsidies are subtracted from the total cost of the trip before the taxes are calculated. It is suggested that you collect the taxes with your participant payments and key them to Independent trip revenue, instead of extracting them as you receive them. A full tax analysis is performed when the end of trip submission is received.

GST/HST Rates by Province

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

HST Provinces:

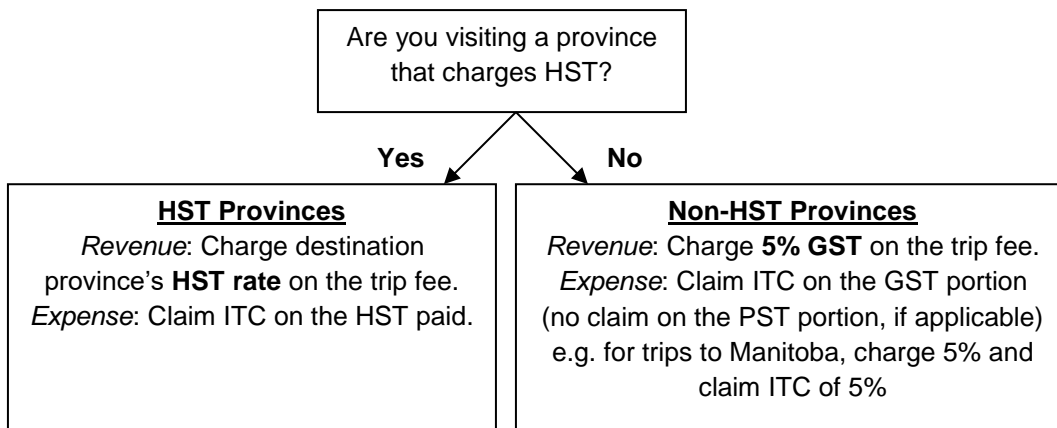
- New Brunswick (15%)
- Newfoundland & Labrador (15%)
- Nova Scotia (15%)
- Ontario (13%)
- Prince Edward Island (15%)

Non-HST Provinces:

- Alberta (5% GST)
- British Columbia (5% GST + 7% PST)
- Manitoba (5% GST + 8% PST)
- Northwest Territories (5% GST)
- Nunavut (5% GST)
- Quebec (5% GST + 9.975% QST)
- Saskatchewan (5% GST + 5% 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 you are visiting) and is calculated as a weighted average of expenses from each province.



9. Forms and Tools available on the [Unit Banking Page](#)

Forms

- [Centralized Banking Authorization Form](#) – change or add new Treasurer
- [Centralized Banking Account Closing Form](#) – close our your Unit Banking account
- [Direct Deposit Enrolment Form](#) (EFT) ([Word version](#)) – Members are paid money due directly into their personal bank accounts for purchases made for the Unit.
- [Lost/Incomplete Receipt Form](#) – used when you have lost a receipt or you only have the VISA slip
- [Parent Payment Receipt Template](#) – used to provide parents with a receipt for cookies or events
- [Parent online bill payment set up Instructions](#) – used to provide parents instructions so they can make payments from their bank account directly. You will need to provide the bank number and the iMIS number to the parents

Tools

- [Cash Advance Calculator](#)
- [Manual Expense Calculator](#) (multiple receipts)
- [Cookie Calculator](#)
- [Deposit Calculator](#)
- [Unit to Unit Cookie Exchange Form](#)

Forms and Tools available on the [Independent Trips Page](#)

Ontario Resources:

[10 easy steps to plan an independent trip](#)

[Independent Trip Budget template](#)

[Ontario Council Code of Financial Accountability For Trip Units](#)

[Ontario Council Trip Incentive and Financial Assistance Program](#)

[Unit Banking - Independent Trips](#)

[Interprovincial Travel - Participant List](#)

[Final Trip Report for Independent Trips](#)

National Resources:

[Safe Guide Full Document](#)

[Safe Guide – International Travel 72 Hours or More Planning Guide](#)

[Safe Guide – Activity Guide – Travel: In Canada – 72 Hours or More](#) (see page 77)

[Safe Guide Forms](#)

[Fundraising Application \(FR.1\)](#)

10. Year end

- In order to comply with National Policies and Guidelines, Treasurers in Ontario must sign the Financial Review Checklist and submit the checklist. If all banking is complete and there are no receipts/deposit slips to submit, the checklist can be signed electronically using the Treasurer's iMIS number.
- Complete the MANDATORY Year End Checklist form found on the [Unit Banking Page](#), and ensure all items on the list have been completed. (Transactions occurring after this date will be included in the following year's books.) This should be completed by June 30 each year prior to the travel year. In the travel year it should be submitted within 1 month of travel.

11. Reports

1. Balance Report – From September of current year to today's date.

Please note you can look at any other time Period by changing the dates.

Balance Report
 Date: Sep 1, 2014 to Aug 31, 2015
 Guide: 001802

STATEMENT OF REVENUES AND EXPENSES
 Sep 1, 2014 to Aug 31, 2015
 USRR 001802 (15th Guelph Brownie Unit)

DATE	Revenue	Expenses	
Camp	0.00	Advances	0.00
Cookies Surplus	0.00	Awards and Badges	676.33
CWFF Collected	0.00	Camp	0.00
Donations	0.00	Craft Supplies	256.81
Equipment Revenue	0.00	CWFF Forwarded	0.00
Fall Cookies	7200.00	Donation	0.00
Fund Raising	0.00	Equipment Purchases	0.00
Independent Trip Revenues	0.00	Fall Cookie purchases	2866.75
Joint Event Revenues	0.00	Gifts	66.64
Membership Fees Collected	722.00	Independent Trip Expenses	0.00
Others	441.46	International	0.00
Parent Orders Revenue	0.00	ITC Expenses	1241.17
Special Events	-122.00	Joint Event Expenses	0.00
Spring Cookies	7221.00	Membership	0.00
Taxable Revenue (HST)	608.74	Membership Fees forwarded	0.00
Training and Conference	0.00	Office Supplies	9.34
Weekly Dues	0.00	Other Administrative	50.00
ZFNDEPTONLY (R/D)	0.00	Parent Orders Purchases	0.00
		Postage/Courier	27.10
		Printing	0.00
		Program	64.19
		Public Relations	0.00
		Special Event	1123.73
		Spring Cookie purchases	2866.75
		Training	0.00
		Travel	0.00
		ZFNDEPTONLY (D/P)	0.00
HST Collected	0.00	HST Rebate	-11.16
Waiting (Not allocated)	192.00	Waiting (Not allocated)	0
Total	16784.00		12666.60

2. Transaction Report (CSV) provides you with a spreadsheet of either Expenses or Deposits. Each allocation is displayed in a separate column.

STATEMENT OF FUNDS

Balance Beginning of the period		3073.54
Current Year:		
Revenues	16784.00	
Deposits	12416.44	
Deposits - RBC Bill Payments	220.60	
Transfers	624.86	
Expenses:	12666.60	
Purchase Cards	2226.76	
Manual	460.77	
Transfers	11649.07	
Revenue minus Expenses	1287.40	
Balance End of the period		4360.94

ID	UserID	UnitNam	Type	Communi	Status	Amount	Date	ReceiptDate	Merchant	Comments	Payable To	HSTRebate	WaitingForAllocation	Membership P
823406	001802	13th Gue	Expense - Purch	901006	Provinci	21.06	2014-09-11		STAPLES STORE #201	Cardstock		1.69	0	
823785	001802	13th Gue	Expense - Purch	901006	Provinci	28.23	2014-09-12		MICHAELS #3991	Various craft supplies		2.27	0	
827930	001802	13th Gue	Expense - Purch	901006	Provinci	12.43	2014-09-19		BUCK OR TWO 329	Stickers for crafts		1	0	
830313	001802	13th Gue	Expense - Purch	901006	Provinci	51.28	2014-09-23		TARGET CANADA T3759	Halloween Activities		4.11	0	
830680	001802	13th Gue	Expense - Purch	901006	Provinci	16.25	2014-09-25		MICHAELS #3991	Building Craft		1.3	0	
835022	001802	13th Gue	Expense - Purch	901006	Provinci	13	2014-09-02		WAL-MART SUPERCENTER#3144	Pencils/erasers/duo t		1.05	0	
836695	001802	13th Gue	Expense - Purch	901006	Provinci	7.06	2014-10-03		DOLLAR TREE #40192	Polyfoam balls		0.56	0	
839605	001802	13th Gue	Expense - Purch	901006	Provinci	11.54	2014-10-09		LEN'S MILL STORE	Craft supplies		0.93	0	
839783	001802	13th Gue	Expense - Purch	901006	Provinci	14.41	2014-10-09		WAL-MART SUPERCENTER#3144	Snacks		1.16	0	
842476	001802	13th Gue	Expense - Purch	901006	Provinci	504	2014-10-15		PLAY WITH CLAY	Pottery Painting and f		0	0	
843602	001802	13th Gue	Expense - Purch	901006	Provinci	14.13	2014-10-18		DOLLAR TREE #40192	Halloween Activities		1.14	0	
844981	001802	13th Gue	Expense - Purch	901006	Provinci	239.14	2014-10-20		GIRLGUIDES	Badges Emblems anc		0	0	
847202	001802	13th Gue	Expense - Manu	901006	Provinci	72.47	2014-10-27	2014-10-27	Various	7541 Wellington Rd 34 Nancy Knight		5.73	0	
851210	001802	13th Gue	Expense - Transf	901006	Provinci	-238.75	2014-11-03			1st Guelph Pathfinder		0	0	
851690	001802	13th Gue	Expense - Purch	901006	Provinci	40.79	2014-10-29		WAL-MART SUPERCENTER#3144	Enrollment snacks		1.78	0	
851691	001802	13th Gue	Expense - Purch	901006	Provinci	12.06	2014-10-31		WAL-MART SUPERCENTER#1130	Ribbon & glue for uni		0.97	0	
852065	001802	13th Gue	Expense - Transf	901006	Provinci	238.75	2014-11-04			13th Guelph Brownie		0	0	
853288	001802	13th Gue	Expense - Purch	901006	Provinci	16.95	2014-11-04		DOLLAR TREE #40192	Craft supplies for Dec		1.95	0	
854436	001802	13th Gue	Expense - Purch	901006	Provinci	3.96	2014-11-04		WAL-MART SUPERCENTER#3144	Ribbon for crafts		0.32	0	
859901	001802	13th Gue	Expense - Purch	901006	Provinci	8.4	2014-11-18		DOLLAR TREE CANADA STORE#	Sleepover Dec 5 2014		0.97	0	
859902	001802	13th Gue	Expense - Purch	901006	Provinci	40.57	2014-11-18		MICHAELS #3991	Sleepover Dec 5 2014		4.67	0	
861328	001802	13th Gue	Expense - Purch	901006	Provinci	19.54	2014-11-19		FOOD BASICS #862	Brownie Sleepover Di		1.1	0	
862982	001802	13th Gue	Expense - Purch	901006	Provinci	46.21	2014-11-22		WAL-MART SUPERCENTER#3144	Sleepover Dec 5 2014		5.32	0	

12. Important Dates/Timelines

- September Fall Cookie Delivery (dates vary by location)
 - December 1 All Fall Cookie money should be deposited @ \$60.00/case
 - December 1 Submit outstanding receipts and deposit slips to **Trip Administrator**
 - Jan 15 (approx.) Spring cookie orders due
 - March Spring Cookie Delivery (dates vary by location)
 - March 1 Submit outstanding receipts and deposit slips to **Trip Administrator**
 - June 1 All Spring Cookie money should be deposited @ \$60.00/case
 - Jun 15 (approx.) Fall cookie orders due
 - June 30 Year End Checklist Due
 - June 30 Submit outstanding receipts and deposit slips to **Trip Administrator**
-
- Deposits – in account within 2 business days
 - Password reset – 1 business day
 - Purchase Card Expenses – in account within 2 business days
 - Purchase Card Credit Limit increase within 2 business days
 - Transfers within 1 business day

13. HELP

For Assistance: Contact your **Trip Administrator** at trips@guidesontario.org and/or ext. 2484

[Independent Trips page](#)

[Unit Banking page – Girl Guides of Canada, Ontario Council website](#)

[Unit Banking test site](#) Log in 005000 and password is 005000. Here you can practice using the Centralized Unit Banking site.

Community Volunteer: ufscvolunteer.51@guidesontario.org

Member Zone https://www.girlguides.ca/web/GGC/My_GGC/GGC/My_GGC.aspx
(Requires login)

Glossary

- Advance/petty cash – Money given to an individual for purchases not yet incurred (no receipts) from the unit account. Receipts are submitted after the fact with a Cash advance calculator.
- Allocation – Expense or revenue category codes (assigned to specific accounts at Province)
- Balance Report – report shows sum in each allocation code for a set time period (defaults to current guiding year) and the account balance.
- Camp account – USED BY CAMPING DEPARTMENT ONLY
- Camps/overnight events – participants take part in an overnight event. (HST applicable)
- Centralized Banking Account Closing Form – must be completed when a Treasurer resigns
- Centralized Banking Authorization Form – Sign up a new Treasurer/purchase card holder or change Treasurers/purchase card holders
- Credit Card Limit – the total monthly amount of purchases available on your Purchase Card
- Deposits – Money/cheques brought to your bank (RBC) to be added to your account
- Direct Deposit Enrolment Form (EFT) – used to pay Manual expenses directly in Unit Guider's bank account
- Donations (Revenue only) – Money received by the unit (if the donation is solicited, pre-approval using an FR.1 is required) Units/Trips cannot donate to other units or organizations
- Fundraising – Raising money (other than selling cookie sales) must have pre-approval using the FR.1 form
- ITC Expenses – Input Tax Credit used for a taxable event where we have collected taxes from the participants
- Lost/Incomplete form – used when you do not have a receipt that itemizes the purchases. The receipt may have been lost or the vendor did not provide an itemized receipt (VISA slip only)
- Manual Expense – where the unit has incurred an expense not using the Purchase Card (complete under Transactions/Expenses/New)
- Password Locked – after 3 unsuccessful attempts the account is locked. An email will be forwarded with a new password within 1 business day
- Quick Tips – detailed descriptions with screen shots of how to use Centralized Banking
- RBC bill payment – Parents pay using online bill payments to the unit account for Cookies, Camp etc.
- Taxable Revenue (HST) The allocation used for revenues collected for overnight events/camps and day activities where most of the participants are 15 and older.
- Transfers – internal exchange of revenues and expenses between Units and/or Ontario Council
- Verified, Guider – Treasurer has allocated the revenue or expense. The **Trip Administrator** has not received and/or verified the receipts or deposit slips.
- Verified Province – completed Expense or Revenue transactions
- Verify – Allocating expenses or revenues to specific allocation accounts
- Waiting, Guider – Expenses or Revenues waiting for Treasurer to Verify
- Year End Checklist – Mandatory form required at the end of each Guiding year (June 30th)