

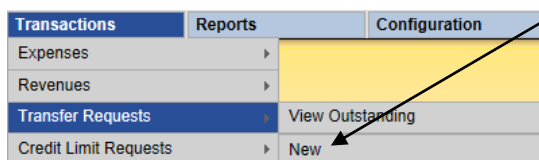
Quick Tip 16 - Multi-Unit Event Transfers

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

NOTE: The following procedure assumes that the Joint Event Treasurer is also a Unit Treasurer with access to a Unit Bank Account – if this is not the case, the Joint Event Treasurer should partner with a Unit. If more than four units are expected to participate, registration and finances should be handled by the Local Event Coordinator, contact event.coord@guidesontario.org for details.

Scenario One: Day event with majority of participants 14 or under.

- Step 1:** Designate one Unit as the “Event Banker Unit” (EBU). All other Units are “Participant Units” (PU).
- Step 2:** ALL units collect registration money from their own participants.
- Step 3:** ALL Units deposit the collected registration money into their own Unit bank account. The funds should be allocated to “REV Joint Event Revenues “.
- Step 4:** Each Participant Unit completes a **Transfer** Request to forward the funds to the Event Banker Unit (see sample *Transfer Form* below). The EBU treasurer will need to provide the EBU banking ID number to the participant unit treasurers.



Step 5: To open the form, hover your cursor over **Transactions** and then over **Transfer Requests** and click **New**.

Step 6: Select the Transfer Type: **Unit to Unit**

Step 7: The Event Banker Unit makes ALL purchases for the event and allocates the expenses to “EXP – Joint Event Expenses.”

Q: What if a Participant Unit makes a purchase using their purchase card?

A: The EBU completes the Transfer Request to forward funds to the PU before the purchase is made. After the purchase, the PU transfers any remaining funds back to the EBU. The allocation in both transfers is “EXP – Joint Event Expenses.”

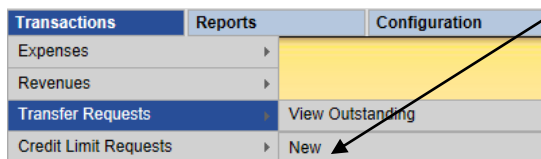
Q: What if a Guider or parent makes an out-of-pocket event purchase?

A: The Guider or parent submits the receipts to the EBU. The EBU completes the *Manual Expense* form to request a reimbursement cheque or EFT for the parent or Guider from the EBU bank account.

Step 8: If profits or additional revenues remain, the EBU transfers funds back to the Participant units as agreed using the allocation of “EXP – Joint Event Expenses”. If the Event has an overall loss or additional costs are incurred, the Participant Units may transfer funds to the Event Banker Unit to cover the costs using the allocation of “EXP – Joint Event Expenses.”

Scenario Two: Joint Overnight activities (or Day activities with the majority of the participants over 14 years old) – HST implications

- Step 1:** Designate one Unit as the “Event Banker Unit” (EBU). All other Units are “Participant Units” (PU).
- Step 2:** ALL units collect registration money from their own participants. The EBU should calculate all related costs and provide the PU with the registration money amount including HST.
- Step 3:** ALL Units deposit the collected registration money into their own Unit bank account. The funds should be allocated to “REV Taxable Revenue (HST)” and the taxes extracted.
- Step 4:** Each Participant Unit completes a **Transfer** Request to forward the funds to the Event Banker Unit (see sample *Transfer* Request below). The EBU treasurer will need to provide the EBU banking ID number to the participant treasurers. **The PU will need to transfer the Before Tax Amount to the EBU.**



Step 5: To open the form, hover your cursor over **Transactions** and then over **Transfer Requests** and click **New**.

Step 6: Select the Transfer Type: **Unit to Unit**



Unit - to - Unit	
Type	<input type="radio"/> Shared Revenue <input checked="" type="radio"/> Shared Expense <input type="radio"/> Other
Funds From	Unit User ID <input type="text"/> Description <input type="text" value="Expense - ITC Expenses"/>
Funds To	Unit User ID <input type="text"/> Description <input type="text" value="Expense - ITC Expenses"/>
Transfer Amount	\$ <input type="text" value="150.00"/>
Detailed Comments	<div style="border: 1px solid blue; padding: 5px;"> 15 girls at \$10 Before Tax (total cost was \$11.30) to Event Banker Unit (EBU) from Participating Unit (PU) for overnight event. </div>
<input type="button" value="Save"/>	

Step 7: The Event Banker Unit makes ALL purchases for the event and allocates the expenses to “EXP – ITC Expenses.”

Q: What if a Participant Unit makes a purchase using their purchase card?

A: The PU charges the expense to ITC Expense. EBU completes the Transfer Request to forward funds (Before HST) to the PU after the purchase is made. The allocation is “EXP- ITC Expenses.”

Q: What if a Guider or parent makes an out-of-pocket event purchase?

A: The Guider or parent submits the receipts to the EBU. The EBU completes the *Manual Expense* form to request a reimbursement cheque or EFT for the parent or Guider from the EBU bank account (using “EXP – ITC Expense category”).

Step 8: If profits or additional revenues remain, the Event Banker Unit treasurer transfers funds back to the Participant units as agreed using the allocation of “EXP – ITC Expenses”. If the Event has an overall loss or additional costs are incurred, the Participant Units may transfer funds to the Event Banker Unit to cover the costs using the allocation of “EXP – ITC Expenses.”