

## Quick Tip 13 – Requesting a Cash Advance

This reference will explain the steps involved in requesting and tracking a cash advance.

There are two types of Cash Advances: (1) **One-time Event Advance**, and (2) **Ongoing Advance**.

The differences between the two are explained in the chart below.

	<b>One-time Event Advance</b>	<b>Ongoing Advance</b>
Purpose	Used to pay for an event where the cost is not certain until the date of the event or in situations where only cash is accepted.	Used by the Treasurer to purchase small items when the purchase card cannot be used (e.g. at the dollar store) or to reimburse other Guiders for out-of-pocket Guiding expenses under \$10.
Amount	Estimated cost of the payment	\$50
How it works	<ol style="list-style-type: none"> <li>1. Create a Manual Expense; input the amount, type in Advance for Merchant, select the “Advance” description and type in the Treasurer’s Name in the Cheque Payable to section.</li> <li>2. Since you don’t have a receipt yet, notify your Unit Banking Clerk by email that you have created the Manual Expense (specify the Transaction ID and the reason for it). <b>You must complete this step in order to receive the Cash Advance.</b></li> <li>3. The Treasurer will receive the money by cheque or Direct Deposit payment. If a cheque is received, the Treasurer should deposit the cheque in her personal account.</li> <li>4. The Treasurer should pay for the event and obtain a receipt(s) from the merchant or service provider(s).</li> <li>5. After the event, deposit any leftover cash back into the Unit’s Account, complete the Cash Advance Calculator and attach the receipt(s).</li> <li>6. Send the Cash Advance Calculator and receipt(s) to your Unit Banking Clerk. The receipt amount(s) plus the leftover cash must total the original amount requested on the manual expense.</li> </ol>	<p>Follow steps 1-2 for One-Time Event Advance and then the steps listed below:</p> <ol style="list-style-type: none"> <li>1. The Treasurer will receive the money by cheque or Direct Deposit payment. If a cheque is received, the Treasurer should deposit the \$50 cheque in her personal account and withdraw the amount in cash. The cash should be kept safe and in a jar or an envelope.</li> <li>2. Every time an expense is paid using the cash advance money, the transaction must be recorded in the <a href="#">Cash Advance Calculator</a>. If a Guider is reimbursed for an expense using the cash advance, both the Treasurer and Guider must initial the receipt. <b>Keep all receipts in the jar. All receipt amounts plus leftover cash should total \$50 at all times.</b></li> <li>3. When you have less than \$10 in cash left, submit another manual expense request to top up the cash advance amount to \$50. <b>You cannot have more than \$50 at any given time.</b> For example, if you have \$7.50 left in the Cash Advance jar, you should have receipts totaling \$42.50. The amount you can request now is \$42.50. Or you can deposit the leftover money in your Unit’s Account and submit a new Advance for \$50.</li> <li>4. <b>At the end of the Guiding year, deposit all leftover money in the Unit Account and submit the completed Cash Advance Calculator along with the receipts to your Unit Banking Clerk.</b></li> </ol>

### Cash Advance Calculator

You will need *Microsoft Excel* in order to use the [Cash Advance Calculator](#). Every time you use your cash advance money or reimburse someone for a unit purchase, you need the original receipt and you need to enter it on the *Calculator*. This is to help you keep track of how much money you have left. Then when it’s time to top-up your cash advance money, you can simply use the *Cash Advance Calculator* spreadsheet to prepare your next manual expense. You need to mail/scan your Cash Advance Calculator and receipts to your Unit Banking Clerk.

For more information: [Advance/Petty Cash](#)