

To: All Administrative Community Leaders

Each ACL has an approved budget for their community for the calendar year 2024 and expenses will be reimbursed based on the expense guidelines. Itemized receipts are required for all expenses (except mileage). Any additional expenses in excess of the ACL approved budget must be approved in advance by DPC. As per National expense guidelines for 2024, crests/merchandise cannot be purchased as an expense at this time.

In 2024 ACL Budget has 3 categories:

Community Specific Budget – variable budget of \$3.00 per adult member registered in your community as of prior year January census (total of \$2 for your expenses and \$1, as approved by you, for Community Guider expenses). Budget covers expenses for Sisterhood events and gifts for adult members only as well as postage for mailing note cards.

General Office budget - \$85 per community to cover office supplies, and meals. In communities with co-ACLs this budget must be shared.

Central Budget – covers ACL travel, telephone, ACL Advisers and costs for DPC to annually print note cards (distributed to ACL at Fall Forum)

Expenses are to be submitted using the GGC-Ontario “ACL Expense Form” to:

Email bacchusa@girlguides.ca

If you require pre-approval for additional expenses contact the DPC to discuss your request.

Email: dpc2@girlguides.ca

Financial Reimbursements:

Reimbursement for volunteer activity is limited only to actual expenses incurred by the individual submitting a request. This means that every expense must be validated with an appropriate receipt or the actual km from a person’s home to the activity attending. Any variation to this must be pre-approved with exceptional rationale provided. Failure to submit receipts, mileage or have pre-approval will result in non-payment of the expense request. In the situation where a receipt has been lost, reimbursement **may** be provided on a case-by-case basis.

Expense forms submitted by volunteers assisting the ACL with community business (acting on behalf of ACL) must be approved and expense form must be signed by ACL before they are submitted to Ontario Council. These expenses must fall within the guidelines of acceptable ACL expenditures.

Community Guiders will not be reimbursed for expenses incurred in this role except for mileage if they have to travel more than 50 km round trip for a unit visit at request of ACL for community business. Expense must be pre-approved by ACL. A mileage log must be submitted with an expense form showing: date of trip, purpose of trip, destination (to and from) and total km travelled. Mileage is reimbursed at \$.45/km.

Allowable expenses for Administrative Community Leaders (or volunteers acting on behalf of ACL) are noted below.

Allowable Expense	Notes
Community Specific Budget - \$3.00 per adult member registered in your community as of January 31, 2023. Refer to your community budget for total amount allotted to discretionary and postage.	
Discretionary - ACL \$2.00 per adult member	<p>Sisterhood events for adult members in your community</p> <ul style="list-style-type: none"> ➤ Room rental, food, supplies and gifts* ➤ Check our website for event planning tips ➤ All events must follow the Return to In-Person Guiding guidelines <p>Crests – As per National expense guidelines for 2024, crests/merchandise cannot be purchased as an expense at this time.</p> <p>*Gifts – In lieu of gifts, ACL are encouraged to recognize Guiders by nominating them for awards and these costs are covered by Ontario Council. The cost of ‘Thanks Pins’ and Unit Guider Appreciation pins can be paid from ACL budget. Refer to ACL Manual for more information.</p> <p>A token gift is considered something appropriate to the task done and should not be in excess of \$20 per gift per person. Refer to the ‘not covered’ section of this document for restrictions.</p> <p>Unit Guider Appreciation pins are no longer provided by Membership Department. ACL can order these pins and costs can be paid from ACL budget</p>

<p>Discretionary – Community Guider</p> <p>\$1.00 per adult member</p>	<p>Community Guider discretionary budget should be split among your Community Guiders based on adult registration in units they support.</p> <p>A Community Guider can use their budget for Guider Gatherings, Guider recognition ceremonies or other sisterhood events specific to adult members in units she supports.</p> <p>These expenses can include Room rental, food, supplies. Check our website for event planning tips</p> <p>All expenses must be approved by ACL in advance. Receipts and expense form submitted to ACL for signature and submission to the office.</p>
<p>General Office Budget - \$85 per Administrative Community. In communities with co-ACLs this budget must be shared.</p>	
<p>Meals - <i>(ACL meals for GGC business only, not for Sisterhood event meal or recognition meals.)</i></p>	<p>Maximum of \$15 per community annually For the <u>ACL only</u> to a maximum of:</p> <ul style="list-style-type: none"> ➤ Breakfast \$15.00 ➤ Lunch \$20.00 ➤ Dinner \$40.00 <p>These amounts are to include applicable taxes and gratuities. Alcoholic beverages may not be claimed. Itemized restaurant receipt is required.</p> <p>See page 5 for information on submitting meal expenses on route to ACL Forum.</p>
<p>Office Supplies</p>	<p>Maximum of \$35 per community annually General office supplies including printer cartridges</p>
<p>Postage</p>	<p>Maximum of \$35 per community annually</p>

Central Budget	
Telephone/Internet	<p>Monthly costs for ACL (pre-approval by DPC required):</p> <ul style="list-style-type: none"> ➤ If required, dedicated telephone line and/or additional features such as voicemail required for ACL business only ➤ Internet service – if you have to upgrade your internet service then GGC will pay the incremental monthly cost (i.e. upgrade from dial-up to high speed) ➤ ACL purchase card can be used to pay bills for dedicated GGC lines ➤ Monthly receipt required <p>Long distance charges (detailed invoice required) – for ACL only</p> <p><i>GGC will cover telephone and internet expenses for additional services required for GGC business only. Full invoice is required. GGC will not reimburse costs for personal phone or internet services.</i></p>
Transportation	<p>Return transportation will be paid at the following rates:</p> <ul style="list-style-type: none"> ➤ Mileage – 45 ¢ per km when travelling by car. A mileage log is to be submitted on your expense form showing: date of trip, purpose of trip, destination (to and from) and total km travelled. ➤ Train, bus (economy only – receipt required) ➤ Parking (receipt required) ➤ In-city, public transportation ➤ Limousine service or taxi when necessary (receipt required) <p>Community Guiders will not be reimbursed for expenses incurred in this role except for mileage if they have to travel more than 50 km round trip for a unit visit. Expense must be pre-approved by ACL. A mileage log must be submitted with an expense form showing: date of trip, purpose of trip, destination (to and from) and total km travelled.</p> <p>See page 5 for information on submitting transportation expenses for ACL Forum.</p>
Overnight Travel (Must be approved in advance by DPC)	<p>Travel and Accommodation when necessary for ACL to have overnight accommodation</p> <ul style="list-style-type: none"> ➤ Overnight accommodation cost (preapproved by DPC) ➤ Mileage – 45 ¢ per km when travelling by car. A mileage log is to be submitted on your expense form showing: date of trip, purpose of trip, destination (to and from) and total km travelled. ➤ Air (economy, flexible fares preferred), train, bus (economy only) ➤ Parking (receipt required) ➤ In-city, public transportation ➤ Limousine service or taxi when necessary (receipt required) ➤ Meals during the trip - For the ACL only – paid according to Ontario Council Meal Allowance Guidelines. <p>These amounts are to include applicable taxes and gratuities. Alcoholic beverages may not be claimed. Itemized restaurant receipt is required.</p> <p>See page 5 for information on submitting meal expenses on route to ACL Forum.</p>

Expenses not covered by ACL budgets:

- Community girl events including cost of crests. Information on planning girl events can be found [here](#).
- Crests – for unit visits and girl members
- Pins - Insignia will be distributed via Trainers and Membership
- Membership pins for milestone years (5, 10, 15, 20, 25, 30....) are sent from Membership directly to the adult member. In-between membership pins for adults are a unit expense
 - Enrolment pins are a Unit expense
- Nametags – a unit or Guider expense
- Uniform – Uniform costs are generally not covered. Uniform purchases may be charged to the discretionary budget only with approval in advance by DPC – Administration and will be restricted to 1 piece per year. Uniform costs for girls or other Guiders are not covered.
- Training expenses – trainer mileage, photocopying, resource materials, room rental, and refreshments are included in the Learning and Development budget and expenses are submitted by the Trainer.
- Flyers and Advertising – Check out our [Promoting Girl Guides](#) page for details or contact the [Marketing & Communications Department](#) for assistance. All advertising must be approved in advance.
- Girl Program or Public Awareness activities – a maximum subsidy of \$50 is available through the Girl Event Support Subsidy fund and the application is [online](#).
- Donations - as per National Governance Policy on Fund Development 01-19-01, Provincial Councils are prohibited from donating funds which have been collected for GGC purposes to other organizations or charities.
- Travel expenses for ACL Forum – these expenses (transportation and meals on route) should be submitted separately. An expense form will be provided at the meeting.
- Mileage for Guiders attending Community events or Guider/girl transportation to unit meetings
- 407 charges or other toll highways
- Unit expenses such as enrolment pins for girls, program and resource books
- Individual or group subsidies for camps or travel or training
- Gift Restrictions – the following are not allowed to be given as gifts
 - Gift cards that can be redeemed for product including gasoline
 - Pre-paid credit cards
 - Cash
 - Personal cheque that is then charged to the Guiding activity

ACL purchase card is to be used only for purchases covered by the ACL budget. The card must not be used for any other GGC purchases including unit or event expenses. Itemized receipts required for all expenditures, not just the credit card transaction receipt. All other expenditures should be submitted to the appropriate department for approval with an expense form and receipts for reimbursement.