

Treasurers Newsletter - June 2015

This will be the final Treasurers Newsletter for this guiding year. Many of you will already have finished up with your units – hopefully you had a fantastic year. For those of you still meeting, your month will probably be filled with outings, camps and parties – not to mention everything else going on in your life. Have fun – and then take a well deserved break.

If you haven't let us know your plans for next year, please respond to us using the following links, depending on what applies to your individual situation:

For Membership_Guider_Intent_Changing_2015:

http://www.girlguides.ca/web/ON/Adult_Members/ON/Adult_Members/Forms/Hidden/Adult_Renewal_-_Changing_Positions.aspx

For Membership_Guider_Intent_Remain_The_Same_2015:

http://www.girlguides.ca/web/ON/Adult_Members/Forms/ON/Adult_Members/Forms/Hidden/Adult_Renewal_-_Remain_the_Same.aspx

For Membership_Guider_Intent_Not_Returning_2015:

http://www.girlguides.ca/web/ON/Adult_Members/Forms/ON/Adult_Members/Forms/Hidden/Adult_Renewal_-_Not_Returning.aspx

For Membership_Guider_Intent_Ending_All_Positions_2015:

http://www.girlguides.ca/web/ON/Adult_Members/Forms/ON/Adult_Members/Forms/Hidden/Adult_Renewal_-_Ending_All_Positions.aspx

If we don't know that you are returning as Treasurer, you will lose access to your account the 3rd week of August, and your unit will be flagged as having no treasurer.

THANK YOU for all that you do. We hope to 'see' you again next fall.

Just a reminder about a few things:

Year End Checklists are due by June 30th

This document is a mandatory requirement for treasurers. It needs to be submitted to your Unit Banking Clerk by June 30th. If you have camps or activities over the last weekend in June, or early in July – those go on to NEXT YEAR's checklist. Submit what you have, by the end of June. Even if you don't have all of your documentation – get it in and explain what is missing in your comments. Please don't use incomplete items as an excuse not to send it in. We can work through the missing items with you. The link to the 2015 Checklist is on the [Unit Banking webpage](#), under "Tools".

Cookie Money

Province has transferred the cookie money from your account but many of you may still have cookies to sell or money to deposit. Try to get them sold/deposited as soon as you can so that you have funds to work with next year. If you are having trouble getting money from parents, there is a process to follow and it was an item in the *Guide ON News* email of June 2. [This is the link](#) to that process.

Year End Gifts

Year end gifts for leaders should not be paid for from unit funds. Gifts for other helpers or resource people should be a maximum of \$20. Please don't purchase gift cards such as Tim Hortons as yearend gifts. Unit Expense Guidelines are listed on the [Unit Banking](#) web page. Have you thought about nominating a fellow guider for an award?

Send all of your receipts, deposit slips, and Year End Checklists to your Unit Banking Clerks – NOT to the Unit Administrators.

Unit Banking Clerks

They are the wonderful ladies who are now responsible for the transaction verifications in your unit banking accounts. Each clerk is responsible for specific communities:

[Unit Banking Clerk 1](#) - Swasti Bhattarai: Communities 17, 18, 19, 20, 22, 23, 36, 37, 38

[Unit Banking Clerk 2](#) - Karen Chan: Communities 24, 25, 27, 28, 29, 31, 32, 40

[Unit Banking Clerk 3](#) - Diana DaRocha: Communities 1, 3, 4, 6, 7, 8, 9, 34, 35, Trefoil

[Unit Banking Clerk 4](#) - Carolyn Lauchlan: Communities 5, 10, 13, 14, 15, 16, 21, 30, 41

Before you mail in your paperwork, please write your unit's community number on the outside of your envelope.

Paperwork for Interprovincial and International Independent Trips does NOT go to any of these ladies. It should be sent to the event coordinator responsible for [Trips](#). **A Year End Checklist is required for all Trip accounts**, except in the year of your trip. Those are due 30 days after you return from your trip, along with your final paperwork.

In all cases, your scans and paperwork should be sent to the appropriate person at the Provincial Office at **180 Duncan Mill Road, Suite 100, Toronto, ON M3B 1Z6**

No matter where or who we are, all of us in the Unit Banking world are here to help you. Being a Treasurer is an extremely important role and it is sometimes tough to do it effectively. Thank you.

Email the volunteers at [Unit Finance Specialty Community Help Desk](#)

Or call 1-877-323-4545 ext. **2500**

Each Community has a Unit Finance volunteer assigned to it. If you would like to contact her directly instead of the Help Desk, please email ufscvolunteer.xx@guidesontario.org. Replace the 'xx' with your specific Community number. Example, if you are in Community 5, you would email ufscvolunteer.5@guidesontario.org

Have a safe and happy summer.

Yours in Guiding,
Lyn Lunsted
Chair, Unit Finances Specialty Community