

## Treasurers Newsletter - May 2015

As your Guiding year gallops to a close, I would take this opportunity to thank all of you for the work you do as Treasurers. It is a tough job and it must sometimes feel as if there are nothing but rules and headaches. We really aren't trying to make your life miserable – just the opposite! We are trying to make it as easy as possible to adhere to National Policies and Ontario Council guidelines. Sometimes those are the things that trip us up – things you might not be aware of. As the year comes to a close, a few of these are things that I have been asked to write about. These items are not “new rules” – everything is documented on the Unit Banking website, but they might be a bit obscure, so you don't think of them.

### Year End Checklists

This document is a mandatory requirement for treasurers. It needs to be submitted to your Unit Banking Clerk by June 30<sup>th</sup>. 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”.

And a reminder about your **manual expenses** – expenses for 2014-2015 need to be submitted for payment by the end of the guiding year (August 31, 2015). Manual expenses submitted for previous years will not be paid.

### Artwork & Merchandise

Many of you, especially groups going on independent trips or group camps, might want to make up T-shirts or crests for these outings. Merchandise needs to refer to a specific event or trip. Please remember that all items representing Girl Guides of Canada must be approved before they are produced in order to ensure consistency with GGC Brand Standards. This point was an item in a recent Guide ON weekly newsletter. Check out this link to [Artwork Approval](#) for further information. **Caution:** if you see something with a Trefoil logo on it, it might not be an approved item. You should only purchase guiding items from the Guide Store or from a source you know have the approval to produce the item.

### Fundraisers

All fundraisers need approval – check out the information [here](#). This includes craft/bake sales, bottle drives, and donations of any kind that are solicited – anything except for cookies.

### Gift Cards

Although Girl Guides of Canada issues specific types of Gift Cards for cookie sales under the Cookie All Stars, the Unit Expense Guidelines approved by Ontario Council state that gift cards of any kind cannot be purchased using unit funds. Please don't use gift cards as yearend gifts for leaders or other resource people. Unit Expense Guidelines are listed on the [Unit Banking](#) web page.

### Facebook

As an overall comment, please be aware of what you are reading and seeing on Facebook. Girl Guides of Canada – Ontario Council has only **one official** Facebook site - for Camping. Girl Guides of Canada (the national Parent organization) also has one official site. The official sites will say on the left hand side, that they are “official sites”. The other guiding Facebook sites that exist can be great

resources but not everything you see there may be correct/accurate. If you have any doubts about something or need an answer, contact an Ontario Council [staff person](#).

### **Purchase Card**

When you are making online or invoiced purchases, please remember that the billing address and phone number is where the bill goes, Ontario Council. Please use address: 100-180 Duncan Mill Rd, Toronto, ON, M3B 1Z6 and phone number: 416-920-6666.

Lastly, on behalf of Ontario Council, I want to apologize for the computer issues that have been ongoing since the middle of February. These have now all been resolved but it has been a long haul and was compounded by issues on the National site. As treasurers, you were the people most affected since the banking sites are unique to Ontario. You've lived through it – take a deep breath.

**And just a reminder – you 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. In December, they took over the role from the Unit Administrators, so everything is now centralized in one Provincial Office. 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.

### **Independent Trips**

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](#). Year End Checklists need to be submitted for trip accounts by June 30, except if you are travelling this summer. Trips going in June, July, August or September 2015 should submit the checklist with your final paperwork after the trip is over. If you need help, contact Brianna at [Trips](#), or the UFSC Volunteer Finance Advisor for trips at [ufsc.volunteer@guidesontario.org](mailto:ufsc.volunteer@guidesontario.org).

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](mailto: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](mailto:ufscvolunteer.5@guidesontario.org)

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