

Subject: GGC – Year-end Financial Checklist, please complete by Jun 30<sup>th</sup>

Dear [first name], Treasurer [Unit Name], [Community name]

Wow! Another Guiding year is drawing to a close. I hope you have had a great year and gathered wonderful memories and that you are already planning for another year of offering exciting opportunities to girls.

With year-end, it is time to “close the books” financially. This doesn’t mean closing the Unit Bank account. All it means is ensuring that everything is up to date and completed, then confirming this by completing a year-end checklist and forwarding it to your Unit Administrator. Whether your Unit ends in May, June or operates all year, use June 30<sup>th</sup> as the “closing” date.

Trust me, it’s easy—completing the checklist should take no more than 5 minutes. If you have no receipts or deposit slips to submit, you can complete it on-line and email it to your Unit Administrator. If you have any original receipts or deposit slips still to submit, you’ll have to print the form to send along with them. Here are the links to get the year-end checklist:

PDF format (you want to print it):

[http://guidesontario.org/images/pdf/Finance/treasurer\\_year\\_end\\_checklist.pdf](http://guidesontario.org/images/pdf/Finance/treasurer_year_end_checklist.pdf)

Excel format (you are going to submit it online):

[http://guidesontario.org/images/ear\\_end\\_checklist\\_2012.xls](http://guidesontario.org/images/ear_end_checklist_2012.xls)

(scroll down to the bottom of the page and open it where indicated)

The sooner you send it in, the sooner we can file and consider the year complete. Please make sure your Unit Administrator has received it by **June 30<sup>th</sup>, 2012**.

Whoops —your Unit can’t comply because you have summer activities? Still choose June 30<sup>th</sup> as the closing date for your “books” and complete the form for all transactions/activities completed by that date. Your summer activities will go into next year’s transactions.

Doesn’t make sense? You can get help by emailing [unitbanking.help@guidesontario.org](mailto:unitbanking.help@guidesontario.org) or calling 1-877-857-3053 ext. 2500 or 416-926-2351 ext. 2500.

Have a great summer. We hope you’re continuing as Treasurer next year. Experience makes Unit banking much easier!

Yours in Guiding,  
Stephanie Bryant  
Chair, Unit Finances Specialty Community