

Recently I was trying to find a specific article in a Canadian Guider magazine and as I flipped through them I was amazed - again - how much great information there is in those publications. A couple of things struck me as being relevant to this newsletter.

Several articles over the years talk about how to keep on top of things. The very basic rules are to keep clutter at a minimum and keep on top of your paperwork. Those are especially true for a treasurer - if you verify your transactions as they happen and send in your receipts on a regular basis then your stress level goes way down and your yearend checklist is literally that - a few ticks in some boxes and away it goes via email.

The other article that caught my eye was for "Thank You" notes. Unit expense guidelines put a limit of \$20 on gift items and they can't include gift cards or alcohol. The article in the Winter 2014 issue by Lorelei Purvis gives some fun examples for "humorous and heartfelt Thank You notes" - maybe you'll find some inspiration there for your own use.

Submitting Receipts

Please submit receipts as soon as possible.

- Receipts MUST be submitted throughout the year by December 1, March 1 and June 30.
- Please verify your transactions on a regular basis.
- The Year End Checklist is a mandatory requirement and must be submitted by June 30. All receipts should also be submitted by that date. Receipts for unit events happening in July or August are submitted as part of the expenses for the following year.
- All manual expenses for a guiding year (September - August) must be submitted by September 30 of the same year or they will not be paid.
- Manual expenses for amounts under \$20 are only paid quarterly if you are receiving a cheque. If you have signed up for Direct Deposit then these are paid as submitted.

Receipts and deposit slips can be scanned and submitted to your UA at any time. If you do this, then the originals can all be submitted at the end of the year in one parcel, saving you postage. But your UA does need the receipts - in any form - to process the transaction.

All of the steps for allocation and verification are outlined in the **Quick Tips**. You can find these on the [Centralized Banking webpage](#).

Cookie Money

Encourage your parents to use their online banking bill payment function to pay you for cookies. The money gets deposited directly to your account and you don't need to worry about counting cash, getting NSF cheques or getting to the bank.

- All cookie money should be deposited as soon as possible.
- Please deposit the full \$60 per case. Don't keep funds as 'petty cash'.

Change in Treasurer

If you are not returning as Treasurer next year, please remember to submit the Centralized Banking Authorization form, found on the [Centralized Banking webpage](#). Even if you don't know who is taking over from you, at least we will have it on record that you are no longer the treasurer - and we won't send you any treasurer emails 😊

Receipts for parents

There is a Parent Receipt template on the [Centralized Banking webpage](#). We encourage you to use this especially if you receive cash from parents for camp or cookies. However, please note that this is not an official receipt for income tax purposes.

Nothing that is paid to a unit is eligible for an income tax receipt. Official receipts are issued by GGC only for Membership registration, week long summer camps, and donations over \$20. All of these receipts are issued directly to parents by either the Provincial or National level of GGC.

Finally, please remember that we are always looking for ways to make things easier for you, although it may not always seem that way. Recent items are:

- We have added an Allocation table to the “I need help with...” section of the Centralized Banking website. This shows you all of the allocation categories under Revenues and Expenses, and gives you examples of what they should be used for. We are currently working on an Allocation table for Trefoil Guilds.
- We have created an FAQ document for HST questions, and give screen shots for specific examples. It will be continuously updated and added to.
- Previous Treasurer Newsletters, along with notices on things like the new Online Bill Payment instructions and HST, are now archived and available online. Check out the link on the [Centralized Banking webpage](#), in the “Tools” section.
- A Mileage Log is now available on the [Centralized Banking webpage](#). This needs to be submitted if you are claiming mileage for camp or an event. A new Quick Tip (#20) is also available to explain how and when to use this.

TREASURER TIP from Keeping the Books

✓ Girl Guides of Canada cookies are the official fundraiser for the organization and this is the only approved fundraising vehicle that benefits all levels of Guiding. Participation, at all levels, is expected for both Fall and Spring cookie campaigns.

We are really trying to make things as easy as possible.

Keep up the great work and remember - you are not alone!

[Unit Finance Specialty Community Help Desk](#) or call 1-877-323-4545 ext. **2500**

[Centralized Banking website](#) - **completely redone to make help easier to find. Check it out!**

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 ufsc.volunteer@guidesontario.org and indicate your Community Number in the Subject line.

Yours in Guiding,

Lyn Lunsted

Chair, Unit Finances Specialty Community