

## Appendix 1: Treasurer email, Jan 2012

Subject on the email: Treasurer email, Jan 2012

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

Can you believe it—2012 already! The Guiding year is half over but there are no doubt still lots of events, camps, activities and fun for you to have. We hope that centralized banking makes the finances for all these activities easier to manage.

### Hats off to all our Treasurers:

There are 2,403 of you with an average start date as Treasurer of 21 Dec 2009 so you are getting pretty experienced! Our newest Treasurers have a start date of Dec 21st and our longest serving Treasurer under centralized banking started 1 Jan 2007! And 322 of you are not Treasurers of just one Unit, but are looking after anywhere from 2 to 10 (!! ) Units.

So . . . as you start to think of your Guiding plans for next year, please remain as Treasurer – we need your experience. Better still, take on another Unit or two – experienced Treasurers make for good Unit Financial Management!

Of course - a big **Thank You!** to everyone

### What's New with Unit Banking?

- To look for any of these new items, go to:
- Once again we are trying to simplify. It will no longer be necessary to get the signature of outgoing Treasurers or Purchase Card Holders on the CB001 (change in banking form); many of you have reported delays while you try to track down someone who has moved away, so . . . we listened!
- New Quick Tip: Quick Tip 16 will address a very common situation – transferring cases of cookies between Units.
- Quick Tip 15 has been revised to correct an error so if you've printed out the Quick Tips, you need to print this one again
- Donation Form: To make sure that your Unit gets properly credited when someone makes a cash donation AND to make sure your donor receives the proper tax receipt, the Donation Form has been created

### Tips and Reminders:

- Keep your verifications up to date! Don't let either deposits or receipts pile up. You risk losing them or worse still, having your purchase card suspended. We ask that you submit them every two weeks but even once a month would be great!
  - Don't forget to write the transaction number on each deposit slip and receipt; it makes a big difference to your Unit Administrator when she's verifying your transactions
- Please write your Unit banking number on the back of any cheques you deposit; if there's a problem later, it causes quite a bit of extra work in the Finance Dept to ensure you get the proper credit.
- Did you prepare a budget in the fall – now would be a good time for your Unit leadership team to review and update it – make sure you have enough to do all the things you want to. Didn't do a budget? Its still a good time to think about the balance of the Guiding year and look at what resources you have and what you expect to get with spring cookie sales

### Cookies

Spring cookies will be here soon. Every campaign we see Units that get into financial trouble, so we have some suggestions to help ensure the spring campaign is the financial success you want it to be:

- Make yourself and the Cookie Orderer responsible for giving out the cookies and collecting the money. Meeting times are hectic enough without all of the unit guiders dealing with cookies and money too.
- Keep track of cookie distribution in your Unit by using the “Unit Cookie Distribution Tracking Form” [Click Here](#) to access the Form
- Ensure that parents have provided a signature when picking up their daughter’s cookie order. A receipt book will help you with this
- If payment is given in cash, try to count it while they are there, in order to prevent problems later on
- Try asking for post-dated cheques from the parents, dated about 6 weeks in advance
- If you know that you may have problems with certain families, limit the number of cases you give them at any one time. It’s better to be following up for payment of one case rather than 4 or 5.
- Deposit all cookie money @ \$60.00 per case as soon as it is received
- Remember that the cookie money won’t be withdrawn from your unit account until **June 1<sup>st</sup>** and many of you may have finished your Guiding year by then. As Treasurer, you are responsible for ensuring that all of the money is in your account. Your account cannot be left in a deficit position at the end of the year.
- If a parent has not submitted by your specified Unit payment date, begin the parent not paid process immediately. [Click Here](#) for more information.

### Using your Purchase Card for online shopping

Most online sites have a separate space for BILLING information and SHIPPING information. In the BILLING information spot, you need to put the information for GGC (this also applies to purchases from the Guide Store). Enter your own name as it appears on the card, then the billing address of: 14 Birch Ave., Toronto, ON, M4V 1C8.

### Training:

There are web-based sessions scheduled from now to March. Go to: <https://secure.e-registernow.com/cgi-bin/mkpayment.cgi?state=1211> and choose “other training” to register for one.

### Need help with Centralized Banking?

We’re here to help you in a variety of ways!

The centralized banking webpage is where to find the [Quick Tips](#), [Keeping the Books](#) and all the banking forms. You can find it at: <http://guidesontario.org/index.php/adult/unit-guider/sparks/2-uncategorised/92-banking-for-units-and-trefoil-guilds>. Bookmark this page as it has changed with the new website. If you look for it on the new website, you’ll find it under “Unit Guider”, then choose any branch.

Our banking Help Desk is available by phone or email. We’re a team of volunteers ready able and willing to help you when you don’t know or understand something regarding the centralized banking system. No issue is too large or too small.

- Phone: 1-877-323-4545 or 416 926-2351 ext. 2500 (leave a message, we clear the messages at least every two days and usually more often)
- E-mail: [unitbanking.help@guidesontario.org](mailto:unitbanking.help@guidesontario.org)

Yours in Guiding,  
Stephanie Bryant  
Unit Finances Specialty Community