

Happy New Year!

Hopefully you were all able to enjoy the holidays even though for many of you it may have been a little colder and darker than you were expecting. An unexpected winter camp.

Allocation and Verification for Audit

As GGC- Ontario heads into the audit season, you need to ensure that all of your 2013 transactions are allocated and verified correctly by **January 24th, 2014**. This is a three step process - “verified Guider”, “verified Admin” and “verified Provincial”

Remember:

- You need to allocate every deposit and expense transaction
- You need to send your receipts and deposit slips to your Unit Administrator
- A transaction is not complete until it is in the “verified, Provincial” status.

Receipts need to be submitted by **January 24th, 2014**. Original receipts should be mailed but you can also scan them (use your phone or camera) and send them via email. However you ALSO need to submit the originals at some point, even if you only mail them in two or three times a year. If you do this, make sure that you make a note that the receipts have already been submitted electronically.

If you haven't received a cheque, take a look at the status of the transaction - if it is still “verified, guider” then you need to contact your Unit Admin - is she still waiting for backup?

Please take a look at your account and start the new year with a clean slate. Ensure that all of your transactions are at least “verified, Guider” status and forward all your paperwork.

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

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!**

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