

We are more than halfway through the year already! Hope you have all been having a great time with your units and have done some winter activities. But doesn't this winter just seem to be going on and on? As my daughter said years ago when we moved from B.C. "We've had snow for a month - how long does winter last in Ontario anyway"?

### **PLEASE READ THIS NEWSLETTER**

Treasurers are an amazing group of people and you all deserve a big hug! You have been doing a great job in getting your transactions verified and completed - but unfortunately there is still a long way to go. There are an unprecedented number of unverified transactions for 2013 and 2014, which is not good for the organization, or for the auditors. **Please submit any outstanding 2013 receipts by March 31, 2014.** Remember - a transaction is not fully verified until it is in the "Verified, Provincial" status. When you delay sending in your receipts or deposit slips, the verification cannot take place.

To those of you who keep your account up to date and faithfully submit paperwork on time - THANK YOU!!

#### **Deadlines for submitting receipts and deposit slips**

To help with this, Finance is confirming the deadlines for submitting receipts (remember, they can be scanned and sent in). Please do not save them all up for the end of the year.

- Receipts MUST be submitted by December 1, March 1 and June 30.
- The GGC Financial Year is a calendar year, so receipts from July to December should be submitted by December 1
- 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.

You need to think of the big picture. You are all a vital link in our volunteer network, but individually you are also one of literally thousands of unit treasurers. If every unit in your community waits until June to submit all of the receipts, how long do you think it is going to take your poor, overworked UA to process those items?

By not submitting your paperwork, the transactions are sitting in limbo and the organization does not have a clear financial picture. If you use an expense credit card for work, you KNOW there is no way you would be allowed to wait 6-8 months or longer before turning in your receipts and expense account information. Your purchase cards are exactly the same. Your unit is being advanced the money when you use the cards, and GGC - Ontario Council needs to know what you spent the money on, and needs the receipts to back up your expense claim. They don't get individual credit card statements so there is nobody cross checking your expenses to a paper statement. Again, remember that there are thousands of cards out there.

**Always check your transactions on a regular basis.** Even if you have submitted things to your Unit Admin, things can get lost. If something is still in "Verified, Guider" status after a couple of weeks, there may be a problem. Has it been "Unverified" for some reason? It's up to you to check it out - contact your UA.

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](#).

### **Online Bill Payments**

Encourage your parents to use their online banking bill payment function to pay you for things like camp and 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. **You** are responsible for this money should anything happen to it while in your home, such as fire or theft. You can find the instructions that were sent out on the Centralized Banking website under Archived Treasurers Newsletters.

**Treasurer Training** is available all year and the courses highlight the HST. Check out the treasurer trainings on the [event calendar](#) and think about taking one, either for the first time, or as a refresher. Even if you think you know what you are doing - do you really?

**NEW!!** 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.

**NEW!!** We have created an FAQ document for HST questions, and give screen shots for specific examples. This document is also on the Centralized Banking website and is in addition to the HST Booklet published earlier. It will be continuously updated and added to.

**NEW!!** 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.

**NEW!!** 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***

- ✓ Ensure all cheques are made payable to : "Girl Guides of Canada - Ontario Council"
- ✓ Only use the pre-encoded deposit slips that are specific to your unit. The branch cannot give you a deposit slip for this type of account.

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](mailto:ufsc.volunteer@guidesontario.org) and indicate your Community Number in the Subject line.

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