

Hello Treasurer,

The holiday season is approaching fast - it seems like only yesterday that it was Thanksgiving. Many of you will be finished with your fall camps and well on your way to holiday activities - and well deserved break.

We'd like to highlight some of the issues that we have seen come up in the last couple of months. Hopefully this will clarify some things for you.

Don't hesitate to contact the Unit Finances Specialty Community. We are a team of volunteers ready and willing to help you through your banking issues – large or small.

- Phone: 1-877-323-4545 or 416 926-2351 ext. 2500
- E-mail: unitbanking.help@guidesontario.org

There is a Unit Finance volunteer assigned to each community and in many cases she also lives in your community. If you don't know who she is, contact your UA, your ACL, or the Unit Banking Help and we'll give you her contact information.

HST - the basics

- You only need to charge/collect HST on **overnight camps or events**. **
- You charge HST on the amount that you are charging the parents. If you have enough cookie profits in your account to 'subsidize' an overnight camp, charge HST on the price you are asking the parents to pay
- Deposit the funds for **overnight** camps into your account
- Allocate the deposit to "*Taxable Revenue(HST)*" **NOT** "camp" (**Forget that "Camp" exists as a category since you will rarely use it**)
- Click the "extract HST" button. The HST amount will be removed and remitted to Canada Revenue Agency (CRA)
- If you receive a payment for this **overnight** camp through RBC Bill Payment, do not change the information in the Comment Field, but you can add additional information. However you do need to allocate it to "*Taxable Revenue (HST)*", not camp.
- When you allocate your expenses for this **overnight** camp, allocate them to "*ITC Expenses*" - **NOT** "camp"
- The amount of HST you entered for the expenses for this **overnight** camp, and allocated to ITC Expenses, will be refunded to you once your expense transactions are fully verified.
- The total showing in the ITC Expense category on the balance sheet will reflect this refund. The HST is deducted from this total so your expenses are less. It is not refunded as a separate entry in your account.

** If you are doing day events for Trefoil or Rangers and you charge a fee, you also need to charge HST and allocate the deposit to "*Taxable Revenue (HST)*". HST must be collected on overnight events where the majority of the participants are under the age of 14, AND on day events where the majority of the participants are over 14.

Reminder: do not click the "Extract HST" box for any other type of deposit. It does not apply to cookie deposits, Parent Order Revenue, Special Events etc.

Multi-Unit **overnight** camps:

- Each unit must collect the amount of the **overnight** camp plus HST from their girls
- Deposit the full amount into your account under *Taxable Revenue(HST)* and click the Extract HST button
- Transfer the amount of the **overnight** camp, minus the HST, to the planning unit. Using the Transfer facility click on the button indicating it is for Shared revenue, and transfer it **FROM** Taxable Revenue (HST) **TO** Taxable Revenue (HST), using those allocations from the drop down menu.

RBC Bill Payments

- These can only be used for 6 categories - CAMP, EVNT, UNFM, DUES, COOK and TRIP.
- DO NOT tell the parents to pay you for any other items using this method
- DO NOT change the information in the comments line

Coming soon: Parents who bank at Credit Unions will soon be able to set up GGC Ontario using their online banking bill payment function. We are hoping that this will be available in January.

RBC Bill Payments for TRIP and the allocation category 'Independent Trip Revenue'

- Both of these categories are to be used ONLY for payments for people going on international or interprovincial trips, and who have an approved separate Independent Trip account set up.
- Day outings to places like the zoo, aquarium, baseball games etc should be allocated to either Special Events or Program. Parents can use online banking to pay you for these types of outings by using EVNT, not TRIP

There are always Treasurer training sessions going on and you can register for these on the Event Calendar, under Treasurer Trainings. We are also going to run a number of “refresher” courses, focusing on What’s New in Finance. HST is a large part of those sessions.

Both of these trainings are Webinars - you do them from your own home. We encourage you to sign up for either one of these - they are informal and you can get your questions answered.

Just a reminder that your cookie money should be deposited as quickly as possible - please don't keep large sums of cash in your homes. Cookie payments for the fall cookies should all be deposited by 2:00 p.m. on Friday November 29, since deposits to your bank account are not processed over the weekend and the funds will be transferred out of your account on December 2. Hopefully you all had a great cookie campaign!

TREASURER TIP from Keeping the Books

- ✓ Deposit all funds received within a week

Remember - help is always available.

The centralized banking webpage is where to find the *Quick Tips*, *Keeping the Books* and all the banking forms. You can find it at: <https://guidesontario.org/index.php/quick-links/centralized-banking>

Yours in Guiding,
Lyn Lusted
Chair
Unit Finance Specialty Community