

A new guiding year has begun! Welcome back to all of our wonderful treasurers and if you are joining us this year for the first time - we are very glad to have you with us.

If you are no longer a treasurer, please ensure that you have submitted the [Centralized Banking Authorization Form](#) to your UA. The mailing list for this newsletter is taken from IMIS so unless that system has been updated, we don't know that -sadly- you have left us.

This month the newsletter will focus on the new initiatives. You have probably all seen the email from our new Provincial Treasurer and no doubt have many questions about the content. Let's see if we can break it down a bit.

- 1) **HST** - As indicated in the email, GGC is required to collect HST on all overnight events which include camps and sleepovers at various venues. Since various committees and independent consultants were reviewing this issue, we were not asked to charge it previously. However the final word has come down and the decision made that as of September 1, Ontario units are to collect HST. There is a GST-HST booklet on the National GGC website (in Member zone under Policies & Procedures/ Finance/Forms, so you may need your Member zone password, <http://forms.girlguides.ca/Shared%20Documents/Finance/gst-hst-booklet.pdf>) and if you take a look at it, there are explanations of what is exempt and what isn't. If you continue on to the end, you will see examples of the various forms, categories and calculations that guiders will now be required to fill out for every overnight event they do - EXCEPT in Ontario. Because we have centralized banking, it is all taken care of for you!
- We do recognize that many camps have already happened and/or you have already deposited money for events happening in the near future. It is not necessary for you to go back and collect HST for these. However it does need to be built into future camps.
- HST is charged on the amount YOU charge, which is not necessarily the full cost of the event. If your unit can subsidize a camp so that something that should cost \$50 only needs \$25 from a parent, then collect/charge the HST on \$25. The HST will be removed at the time of the deposit allocation and the remaining amount deposited to your account.
- We know that camp costs are made up of various items such as food that may not be subject to HST but the CRA rule only looks at what you are collecting and not the type of expenses. This is no different than our summer camp registration fees where HST is added and our expenses mostly do not have HST.
- You are required to charge HST on all overnight events, even if the HST is included in the venue charge to you (zoo) or not (Science Centre). GGC is offering the event, parents are paying us, so the HST is required on the service we are providing.
- The reason you did not receive any information before September 1 is that the changes for the banking system unfortunately are not yet completed. Without that, there are no screen shots to show you or accurate documentation. However when this is ready there will be LOTS of help - Quick Tips, FAQ's and examples. The great thing is that if you pay HST on your expense, you will get a rebate back directly into your Unit account.

- We will be getting more detailed information to you as soon as possible.
- 2) **Online Bill Payments** - Information on this will be coming out during the first week of October after the majority of the unit rosters are fairly settled. Each parent will receive a personalized email explaining how this works and with the account numbers for their daughter(s). As Treasurers, you will also receive information and there will be Quick Tips and FAQ's to help you sort it out. There are a couple of things to remember:
- The comment field in the transaction will contain the 20 digit account code which will tell you the IMIS # of the girl, and what the payment is for.
  - The Merchant field will contain the name of the bank account holder. In most cases, this will be the parent's name, if it isn't, check the girl's iMIS number in the comment field. It will be good to keep your unit roster handy for this purpose.
  - You will not get any notification that money has been deposited. It shows up as a Revenue item so you need to check your banking- **regularly**. You may want to suggest that your parents advise you of their payment via email or text message but it certainly isn't necessary.
  - Because the funds are deposited directly to the account, there is no deposit slip to scan and send in. You can allocate it as soon as you see it.
  - This new payment option is totally optional but parents have been asking for an online alternative - we hope this fits the bill. (pun intended!)
- 3) **Expense Guidelines** - this is a clarification of what was already in place. It contains examples of what can and can't be claimed. If you have questions we will be happy to answer them, or pass them on to the Provincial Treasurer and/or the Finance dept to provide you with further explanations.

**Cookies** will be here shortly and we just want to remind you that all cookie money needs to be deposited. You should not be keeping any to use as petty cash. Just in case, it is also important to take a look at the ['Non Payment by Parent process'](#) since, if you don't follow this process your unit will not be reimbursed.

**Treasurer Training** is available all year, with multiple sessions over the next couple of months. Check out the treasurer training listings on the event calendar and think about taking one, either for the first time, or as a refresher.

**TREASURER TIP from Keeping the Books**

- ✓ Keep your fellow Unit Guiders informed!
- ✓ Tell them the account balance monthly
- ✓ Warn them when money is short and purchases need to be deferred to avoid a deficit.

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