September Treasurers Newsletter

September - is this a busy month or what! Thank you for your commitment as a unit treasurer, since it adds another layer of responsibility to your already busy life, but we will try to make things as easy as possible for you. To keep things short and sweet, here are a few basics:

1. Deposit all of your money
2. Allocate your deposits and your expenses
3. Submit your receipts to your Unit Administrator as soon as possible. At the very least these need to be submitted by December 1, March 1, and June 30
4. Check your account regularly to ensure that your transactions are fully verified
5. Bookmark the Centralized Banking website, instead of your logon page - it keeps all of the banking information front and centre and you can keep up to date with new information

PLEASE NOTE: The Girl Guides of Ontario website changed to a new platform on Friday, September 12. None of your previously bookmarked pages will work. The links in this newsletter are for the new site.

For those of you who are still reading, here is a bit more information:

1. If you need money for small purchases, consider getting a cash advance. Check out Quick Tip 13 – Requesting a Cash Advance for information on how to do this.
2. You need to allocate your funds to the correct category. If you aren't sure where it should go, look at the Allocation reference table, found on the Centralized Banking website under "I need help with... Allocation" Remember - you don't get the HST rebate until your transaction is fully verified.
3. You can scan your receipts/deposit slips or take pictures with your phone or camera and attach them to an email to your UA. If you do that on a regular basis, you only need to submit the originals for Purchase Card expenses at the end of the year, with your Year End Checklist. However, original receipts are always required for any manual expense that you submit.
4. Even if you verify an entry, it is possible that your UA will find a problem and "unverify" it. You should ensure that all of your entries are complete, with a status of 'Verified, Provincial'.
5. We are constantly updating and adding information to the Centralized Banking website. If you use that page for the link to login to your account, you will see when something has been added or updated since they are highlighted with "New" or "Updated".

Finally, you may have noticed a new tab under "Reports" that is called "Transaction Report (CSV)". This is a file download which lets you download all of the information from your bank account into an Excel spreadsheet or any other accounting software. It shows you exactly what items make up the totals in your Balance report, and is the ONLY place where you will see exactly how much HST you got back. There is a now a Quick Tip 22 - Transaction Report on the website to help you.

Keep up the great work and remember - you are not alone!
Email the Unit Finance Specialty Community Help Desk or call 1-877-323-4545 ext. 2500

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 ufscvolunteer. xx@guidesontario.org . Replace the 'xx' with your specific Community number. E.g. If you are in Community 5, you would email ufscvolunteer.5@guidesontario.org

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