

Dear New Treasurer,

Banking ID:

Thank you for becoming a Unit Treasurer. While this position probably won't take you a lot of time (we estimate one hour/week on average), it is critical. The funds you are handling are public funds and must be accounted for in a fiscally responsible manner. The processes you are asked to follow ensure that this will happen. In order to fulfil this position properly, you must have access to a computer that connects to the internet and an email that is monitored regularly.

Here are the expectations of you as Treasurer:

- Deposit **all** funds received within a week (there are two exceptions: Membership Fees paid by cheque or money order and Donations to the Unit for which a tax receipt is wanted (See *Keeping the Books*, Sections 1.4.2 Donations to Units and 2.1 Membership Fees):
- Monitor the Unit Banking Account weekly to ensure that all transactions are accurate:
- Prepare manual expense entries for any non purchase card expenses incurred by any member of the Unit leadership team:
- Verify all deposit and purchase card transactions; verification involves the following steps:
 - In each transaction, separate the tax amount and allocate the amounts
 - Write the transaction number on all deposit slips and purchase card receipts and submit regularly to your Unit Administrator:
- If your Unit is on non-RBC banking, follow NonRBC instructions within five days of each deposit to transfer the deposit to RBC:
- Complete and submit a year-end checklist by the middle of July:
- Communicate with all members of your Unit leadership team to keep them up to date on the Unit balance and transaction status:
- Help the Unit create a spending plan (i.e.: budget) so the Unit doesn't spend money it doesn't have (i.e. go into deficit).

There is help! First of all, we recommend that you bookmark two links:

- Quick access to your centralized account: <https://ggounitbanking.guidesontario.org/>
- The centralized banking website page on the Ontario Girl Guides website (<http://guidesontario.org/formembers/centralizedbanking.htm>)
 - On the centralized banking website you'll find:
 - Quick access to your Unit banking webpage (in case you lose your bookmark!)
 - *Keeping the Books*, a guide for Treasurers covering any situation you'll encounter (we hope!)
 - *Quick tips*, a series of one page guides to help you do a variety of transactions
 - FAQ's,
 - Help Desk access: the email and phone number for the help desk
 - Forms: various banking forms and spreadsheets for budgets and balancing multiple receipts

And training is available. There are a number of course dates for a 90 minute web-based conference course. To register, go to http://guidesontario.org/events/events_register.htm, select other training and choose your course date.

Your Unit's banking ID is shown above and you'll receive the password by a separate email.

If you have any concerns, please let us know so we can address them with you. The Help Desk email is unitbanking.help@guidesontario.org and our voice mail is 1-877-857-3053 or 416-926-2351 ext. 2500.

And finally, **WELCOME** to the banking team.

Yours in Guiding,
Unit Finances Specialty Community