

Provincial Properties MGMT Committee: TREASURER

Properties: Camp Cumberland, Camp Hardwood Lake, Camp Kanada, Camp Lewis Lake, Camp WoHeLo

Updated June 2021, revised June 2025

MISSION

To be a catalyst for girls empowering girls

PURPOSE

To administer the respective Camp Properties financial resources on behalf of Girl Guides of Canada.

ACCOUNTABILITY

Provincial Council via Elected Member: Property Management.

RESPONSIBILITIES

- Support the respective Provincial Camp Property Chair in all financial matters.
- Provide access to all financial records to the respective Provincial Camp Property Chair and the Elected Member: Property Management
- Ensure that all monies are deposited in full as received.
- Ensure that all expenditures are supported by complete and detailed documentation.
- Ensure the respective Camp Property Chair reviews the supporting documentation before approving a third-party invoice.
- Ensure that purchase card (P-Card) claims are signed by the card holder, reviewed and approved by at least one signing authority who may not be that P-Card holder.
- Ensure that the respective Camp Chair approves all those who are given signing privileges.
- Maintain accurate and reliable financial information on a timely basis.
- Submit and allocate all revenue and expense entries.
- Reconcile revenue and expense records against financial reports on a monthly basis.
- Provide information as necessary to Nationwide Finance Dept. as requested.
- Perform, or support the performance of, financial reviews, financial oversight compliance, year-end compliance etc. as required.
- Research available Grants and create a database for future reference.
- Respond to communications in a timely manner.
- Attend Provincial Properties Committee meetings and provide ongoing updates for financial activities. Adhere to the Oath of Confidentiality and the Code of Conduct of GGC.
- Ensure that planned activities are aligned with GGC Strategic Priorities.
- Adhere to the Oath of Confidentiality and the Code of Conduct of GGC
- Comply with the "Fundamental Principles for All Committees"

Bank Accounts: All funds must be deposited in a financial institution in the name of the Girl Guides of Canada-Guides du Canada in a pool account managed by Nationwide Finance. (Note) Non-members who are Treasurers must have a valid PRC and an A7 on file.

TERM

The term of office will be as outlined by the By-laws of Girl Guides of Canada.