

New Treasurer Orientation

This document is to prepare you for your new role as a Unit Treasurer. You will also be required to complete our online Orientation and brief questionnaire. Upon successful completion of the online Orientation Treasurers will receive access to their Unit Banking account. An email will be sent to you with your login and password.

This Orientation is not part of the Financial Management training section of TEAM training. The full Financial Management training is available on the events calendar. TEAM Financial training (an in-depth online training) is done with a trainer who takes you through all of the steps in this document as well as demonstrates all of the features of our Centralized Banking site.

Unit Banking Page – click on this link to go directly to the Unit Banking information page.

http://www.girlguides.ca/WEB/ON/Adult_Members/Unit_Banking/ON/Adult_Members/Unit_Banking/Unit_Banking_page.aspx

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Treasurer Responsibilities:

1. Budget/Plan - Plan your year with your unit team and include revenue, expenses and any Safe Guide forms needed. See the Budget Calculator
http://www.girlguides.ca/WEB/Documents/ON/Finance/excel_unit_banking_annual_unit_budget_calculator_form.xls
2. Monitor the Unit Banking Account **weekly** to ensure that all transactions are accurate.
If deposits or purchase card expenses do not appear within one week or there are entries that appear that are not yours, contact your Unit Banking Clerk.
All Guiders in a Unit can request access to view their unit banking account with "Read Only" access.
3. Deposit all unit revenues received as soon as possible. Cash collected is not to be used as petty cash.
4. Guiders may not receive e-transfers into their personal accounts for payments from parents. Parents should be instructed to use bill payments if they wish to pay electronically.
5. Use one deposit slip for any money collected (i.e. cookies & dues). You do not need to separate the deposits by type of deposit, you can allocate it to different categories. GGC ON Council is billed for each deposit.
6. Prepare manual expense entries for any non-Purchase/VISA card expenses incurred by any member of the unit leadership team. Make sure you receive original receipts and either scan, email, fax or mail them in to your Unit Banking Clerk right after you create the manual expense. Write the transaction number, your initials and the date on the front each receipt BEFORE you scan. Encourage all members to sign up for EFT.
7. Verify all Deposits, Royal Bank Bill Payments and Purchase Card transactions. Write the transaction number, your initials and the date on the front of them BEFORE you scan.
8. Submit all deposit slips and Purchase/VISA card receipts to your **Unit Banking Clerk** on a regular basis. Scan and email is the preferred method. Please keep all original receipts until you have received confirmation from your Unit Banking Clerk that everything is ok. You can also take a picture and email it if you do not have a scanner; please ensure the copy is clear.
9. Ensure the unit does not go into deficit!
10. Confirm the number of cases of cookies ordered from your unit's Cookie Orderer.
11. Ensure ALL cookie money is deposited (\$60.00 per case ordered) before the cookie payment due date for each campaign.
12. Complete and submit a Year End Reconciliation by the due date: **June 30**.
13. Keep your fellow Unit Guiders informed, by having them use the "Read Only" access to your account and inform them of the account balance monthly.
14. Complete the online [Centralized Banking Authorization Form](#) when terminating the Treasurer position.

The procedures set up in this document are aimed at ensuring fiscal responsibility for the Treasurer, all Guiders in the unit, and Girl Guides of Canada.

**Money earned by the unit stays with the unit. If the unit is closing, funds are not transferrable to another unit.

1. Centralized Banking Explained

Girl Guides of Canada, Ontario Council uses a centralized banking system for all Units and Independent Trips. This means that all Girl Guide revenues and expenses flow through one central Royal Bank of Canada (RBC) bank account. However, the one central bank account is divided into many subaccounts. Each unit controls one subaccount, the *Unit Banking Account*.

Deposit Slips are unique to your unit only. Do not borrow slips from another unit or share yours.

To monitor the transactions in the Unit Banking Account, the Treasurer must log in to the *Unit Banking* website using a unique User ID and Password provided by the Unit Banking Department. Through the Website, the unit is able to perform various financial functions such as verifying expenses and revenues, requesting credit limit increases, requesting cheques and bank drafts, and transferring funds to other units or to Ontario Council.

2. Managing Public Funds Accountability

- **Funds collected in the name of Girl Guides of Canada–Guides du Canada are considered public funds and must be accounted for in a fiscally responsible manner.**
- All monies must be safeguarded and all revenues and expenses carefully recorded and documented on a timely basis.
- Guiders may not receive e-transfers into their personal accounts for payments from parents, as this is mixing public and personal funds. Parents should be instructed to use bill payments if they wish to pay electronically.
- Unit Banking records must be kept up-to-date.
- There is zero tolerance for misappropriation of funds.
- All Guiders in the unit should be aware of the financial status of the unit.

2.1 Unit Expense Guidelines

- Donations - Units cannot donate funds to other organizations or charities
- Reimbursement – Reimbursement for volunteer activity is limited to actual expenses
- Gifts – In lieu of gifts Guiders can be recognized by nominating them for awards
- Gift Cards – are not permissible
- Gas purchases are not reimbursable.
- Alcohol – Not eligible on purchase card (PCard) or reimbursable
- Uniform – Uniform costs are a personal expense
- Adult Training may be reimbursed with pre-approval of all Guiders in the unit
- Equipment purchases over \$300 require pre-approval by all Guiders in the unit AND the equipment remains with the unit purchasing it.
- Family care – is a personal responsibility

3. Getting Started on Centralized Banking

3.1 Centralized Banking main screen

Log in using your six digit Unit Banking ID and password using a free compatible browser such as Google Chrome or Mozilla Firefox or Safari. (There are issues using Internet Explorer)

Girl Guides
Everything she wants to be.

Transactions Reports Configuration Logout

Nancy Coe
C/N: 901038
Unit: 01192

3rd Unionville Brownie Unit

P:
F:
UBC - banking.clerk1@guidesontario.o

December 1 - All fall cookie money should be deposited @ \$60.00/case and any unit to unit fall cookie transfers completed. Please submit (scan and email preferable) all receipts and deposit slips to your Unit Banking Clerk that are outstanding.

Welcome, 001192

Expenses	Revenues
You have 0 Waiting Expenses.	You have 0 Waiting Revenues.
You have 0 Unverified Expenses.	You have 0 Unverified Revenues.
You have 211 total Expenses.	You have 132 total Revenues.
You have 56 Transfers.	You have 52 Transfers.

The Centre screen displays Expenses and Revenues in various stages

- **Waiting Expenses** – click here to verify expenses made on the Purchase Card.
- **Unverified Expenses** – Expenses that have been questioned by your Unit Banking Clerk and need to be reviewed
- **Total Expenses** – All Expenses for the unit.
- **Transfers** – Money transferred into or out of your account (through expense allocation)
- **Waiting Revenues** – click here to verify deposits made to the account.
- **Unverified Revenues** – Deposits that need to be corrected and resubmitted to your Unit Banking Clerk
- **Total Revenues** – All Revenues for the unit
- **Transfers** – Money transferred into or out of your account (through revenue allocation)

3.2 Main Screen Tool Bar

Transactions

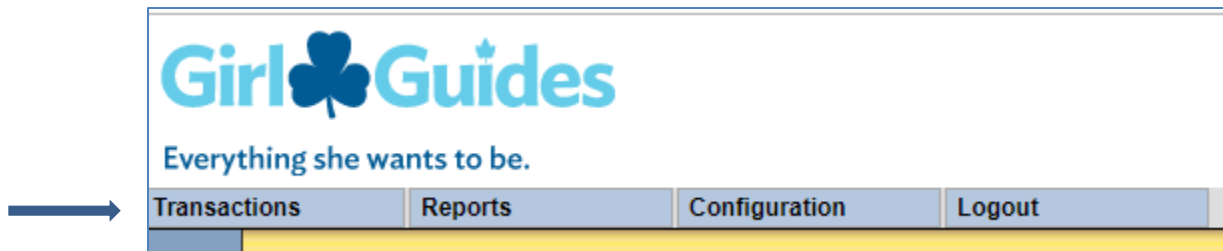
- Expenses
 - View Outstanding (Waiting and Unverified) Items listed as Waiting Guider need to be verified by the Treasurer.
 - New – Click here to enter your Manual Expense (not using Purchase Card)
 - View All – All Expense transactions for this account
- Revenues
 - View Outstanding (Waiting and Unverified) Items listed as Waiting Guider need to be verified by the Treasurer
 - View All – All deposits for this account
- Transfer Requests
 - View Outstanding
 - New
- Credit Limit Requests – Permanent (Annual) or Temporary increase to your Purchase Card

Reports

- Balance sheet defaults to the current guiding year. You can request specific dates.
- Transaction Report (CSV - Downloads to an excel spreadsheet of all expense or revenue for the date range requested. (defaults to current guiding year)

Configuration – Change your password

Log out - (The site will log you out after five minutes of inactivity)



3.3 Password Locked

Entering your login or password incorrectly 3 times will result in your account being locked. An email will be sent to you during regular business hours with a new password.

4. Unit Deposits & RBC Bill Payments

Girl Guides of Canada, Ontario Council is set up on Royal Bank's National Direct Deposit Service (NDDS). This service allows units to make deposits at any RBC branch using preprinted MICR-encoded deposit slips. The coding on the deposit slip ensures that the deposit is credited to the correct Unit Banking Account. The Treasurer will receive a batch of pre-encoded RBC deposit slips when the unit is first set up.

- All cheques received by the unit must be made payable to "**Girl Guides of Canada, Ontario Council**", regardless of what the cheque is for. Add the unit name in the memo field.
- Guiders may NOT receive e-transfers into their personal accounts for payments from parents as this is mixing public and personal funds. Parents should be instructed to use bill payments if they wish to pay electronically.
- Use one deposit slip for any money collected (i.e. cookies & dues). You do not need to separate the deposits by type of deposit (you can allocate the deposit to multiple categories)
- Write the 6-digit Banking Account ID on the back of each cheque.
- Prepare a pre-encoded deposit slip and make the deposit at any RBC branch. ([Quick tip 4 - How to use RBC Deposit slips](#))
- Once the deposit has appeared in the Unit Account, verify the transaction. ([Quick Tip 5 – Allocating a Deposit](#))
- Deposits appear in the account in 1-2 business days
- Print the Date, Transaction Number and your initial on the FRONT of the deposit slip. Scan & Email, Fax (or mail) the deposit slips to your Unit Banking Clerk
- Use the back of the deposit slip for other details such as what the deposit is for or who the cash is from. (i.e. Mary 2 cases Susie 3 cases etc.)

For Assistance or to report missing deposits, contact your **Unit Banking Clerk**.

To request additional deposit slips, contact purchasecard.admin@guidesontario.org

4.1 Cookies – you can designate someone to take on this task.

- Confirm the number of cases on order
- Ensure parents confirm the number of cases taken by having them sign for the cases
- Keep track of girl's payments received
- No one in the unit should accept money not in an envelope, clearly marked with the girl's name and amount enclosed (have extra envelopes on hand at your meetings)
- Assist with collecting by reminding families of due dates by email, newsletters and phone calls.
- Send home collection envelopes with the payment Due Date clearly marked. (this should be at least 2-3 weeks before your payment is due to Province)
- Send home the instructions on [Parent Bill Payment](#) which allows Parents to pay for cookies or camps or events using online bill payment (like they would pay for their Hydro bill online). Payments made by Parent Bill Payment still need to be allocated and verified – however there is no paperwork to be submitted.
- If a parent has not submitted payment by the specified unit payment date and you have a signature for the number of cases taken, **immediately** begin the process outlined in the [Parent Not Paid Procedure](#). If you follow this procedure and are still unsuccessful then Ontario Council will reimburse the unit for the missing money and handle any further collection steps. To be eligible for reimbursement, all unit documentation must be submitted to the [Cookie Coordinator](#) within the time lines of the Parent Not Paid procedure.

5. Unit Purchase Cards (VISA card)

- When a Purchase card (Pcard) charge appears in the Unit Banking Account, obtain the receipt from the Purchase Card Holder and verify the transaction. ([Quick Tip 7 – Allocating a Purchase Card Expense.](#))
- All receipts should include the Date, Vendor, HST#, Items purchased and Tax breakdown.
- If the receipt showing the transaction and tax breakdown is not received please complete a [Lost or Incomplete Receipt Form.](#)
- **Print the transaction number, the date and your initials on the front** of the receipt before scanning. *Use the back of the receipt for other details such as Event, Payee's Name, Date of event etc if you wish.*
- Submit the receipts to your Unit Banking Clerk (by mail, scan/email or fax)*** Please note that emailing a scanned copy is the preferred method of submission.
- Purchases card transactions will be deducted from your Centralized Banking Account within 2 business days.
- Ontario Council pays the bill on behalf of your Unit.
- Your Purchase Card Credit Limit is reset on the 27th of each month.
- The default monthly limit is \$300.00 (or \$150.00 each if the unit has 2 PCard holders).
- The Treasurer keys in the credit limit increase on the Unit Banking site at least 2 days before the increase is required. The credit limit increase cannot exceed the balance in the account
- If you require a second PCard, there is an annual fee of \$15.00 charged to the Unit account.

5.1 Guide Store Purchases <https://www.thegirlguidestore.ca/>

- Units in Ontario can use their [Purchase card](#) to make purchases from the National Girl Guide Store.
- Please enter your own address as the shipping address and enter your PCard information. Do not use the PayPal option.
- Select 'Use a different billing address'. The billing address is that of GGC-Ontario Council
- Enter your name in the 'Name' field
- The full address is 180 Duncan Mill Road, Toronto, Ontario M3B 1Z6
- The phone number is (416) 920-6666

Address
180 Duncan Mill Road

Apartment, suite, etc. (optional)

City
Toronto

Country
Canada

Province
Ontario

Postal code
M3B 1Z6

Phone
(416) 920-6666

For Assistance: Contact purchasecard.admin@guidesontario.org

6. Transfers

Transfers are the only way for units to send money to other units or to Ontario Council. You can only transfer funds from your unit to another unit (you cannot “charge” them for something – cookies, shared camp expense etc.)

Similarly, Ontario Council only sends money to units by transfer. If transferring to another unit you must request their six digit banking ID# (not their unit iMIS #)

- Fill in the *Transfer Request* page on the website under Transactions/Expenses/Transfer Requests/New”. ([Quick Tip 8 – Submitting a Transfer Request](#))
- Transfers are deducted from the Unit Account when the transaction shows “Verified Provincial”.
- Transfers can be a negative Expense or a revenue (both mean the receiving unit has more money in its unit banking account)

Examples of Transfers

Purchasing cookies from another unit – If you have received cookies from another unit they are still responsible for paying for all of cases they ordered.

You must initiate a transfer of the cost of the cookies to the other unit. Ensure you have their Unit Banking ID#

Note: The cost of the case will depend on their tiered profit. Please wait until the cookie invoices have been sent out before initiating the transfer.

Type – click on Shared Expense

Funds From - Description Expense-Fall (or Spring) Cookies

Funds to - Description
Expense-Fall (or Spring) Cookies

Attending a day event organized by another unit

Type – click on Shared Revenue

Funds From - Description

:Revenue- Special Events (Calendar + Day Camp < 15 yrs

Funds To - Description

Revenue- Special Events (Calendar + Day Camp > 15 yrs

Attending an overnight event organized by another unit

Deposit your revenues into “Taxable Activity (extract HST) – overnight + Day 15yrs+” and click on “Extract HST” box.

Transfer to the other unit **the pretax amount** (do not include the tax – only transfer the NET amount)

Type – click on Shared Revenues

Funds From – Description: Taxable Activity (extract HST) – overnight + Day 15yrs+

Funds To – Description: Taxable Activity (extract HST) – overnight + Day 15yrs+ Revenue

Transfers handled solely by Ontario Council

- Membership Fee Revenues (\$24.00/girl)
- Cookie payments (Dec & June)
- Rental of an Ontario Council owned camp/facility
- Outdoor Experience registrations
- Event registration through Events Calendar sponsored by *Girl Guides of Canada Ontario Council* (you key in your banking number when you do the online registration).

For Assistance: Contact banking.admin1@guidesontario.org

6.1 Donations to and from Units

Units may make donations to the Canadian World Friendship Fund (CWFF) by transfer.

- CWFF donations are not automatically withdrawn from the Unit Account. Complete a Unit-to-Province Transfer Request to initiate the transfer. ([Quick tip 8 – Submitting a Transfer Request](#))
- Ontario Council will withdraw the requested donation amount from the Unit Banking Account within 2 business days of receipt of the transfer request.
- **Units cannot make donations. (this includes not for profit organizations or other units)**
- Small cash donations received by the unit (such as those received when selling cookies) are to be deposited into your unit account
- All cheque donations are to be mailed to Girl Guides of Canada Ontario Council at 180 Duncan Mill Road, Toronto (Accounts Receivable). Tax receipts, if required, are sent from the Ontario Council office for amounts over \$20.00.
- Your unit account will be credited by Province to Unit transfer within 10 days of receipt of the cheque at Ontario Council
- Solicited donations must have approval. Please use the [FR.1 form](#)

For Assistance: Contact banking.admin1@guidesontario.org

6.2 NSF Charges

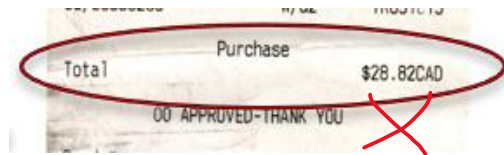
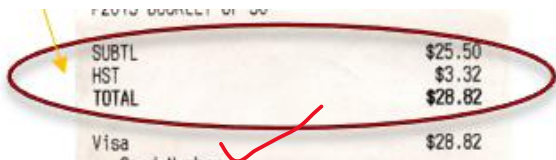
When you are notified of a returned cheque, you will be asked to collect the missing amount of the cheque plus the NSF charge (\$25.00) Ontario Council has incurred

- Deposit the money from the parent to the account
- Allocate the deposit to 'Parent Orders Revenue (Guide Store)' and put NSF fee in comment section
- Initiate a unit-to-province transfer for the \$25.00 NSF charge to 'Expenses – Printing Office Supplies and NSF'

7. Manual Expenses

The unit purchase card should be used to pay merchants and service providers. However, there are situations in which the purchase card is not accepted. The unit can request a cheque or direct deposit payment.

- Group the receipts by allocation type by person/payee. You should complete a separate manual expense transaction for each type, however you can choose multiple allocation categories on each manual expense transaction (eg. Craft supplies, printing, program etc.) Types of allocations are:
 - Taxable activities (sleepover/camps and/or day activities where the majority are 15 and older)
 - regular meeting expenses
 - Guide Store purchases)
- Fill in the Manual Expense page under Transactions/Expenses/New. ([Quick Tip 6 – Submitting a Manual Expense.](#))
- In the Payee's address and comments box - Input comments regarding the expense, then name and address of the payee (even if payment is by EFT).
- **Print the transaction ID #, your initials and the date submitted on the front of EACH receipt.** Use the back of the receipts for other details such as Category or Event (if you wish)
- An itemized receipt has the items purchased listed individually, the tax listed separately from the total, the vendor name, tax number and method of payment. If the receipt showing the transaction and tax breakdown is not received please complete a [Lost or Incomplete Receipt Form](#), as this is treated as an incomplete receipt.



- Submit your receipt/documentation to your Unit Banking Clerk by scan and email, Fax or Mail. Monitor the status of the transaction. (Email and scan is the preferred method). If you don't own a scanner you can also take a clear picture (it must be clear) with your camera or phone and email it.
- The transaction will not be processed until the completed receipt/documentation has been received and Verified by Province.
- The amount of the manual expense is immediately deducted from your Unit Account balance.

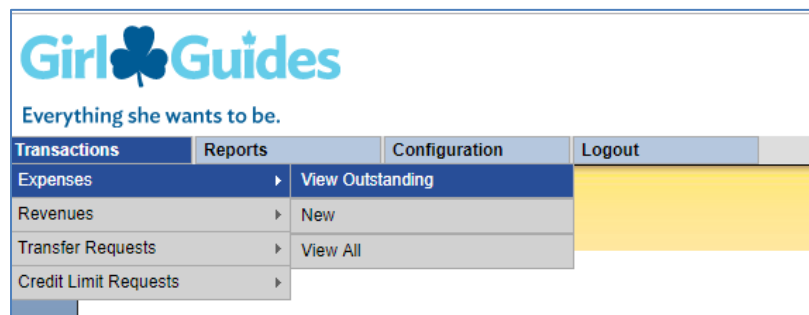
PLEASE NOTE –

Scanning and emailing of receipts and deposit slips is the preferred method of submission (with the transaction number, scan date and scanner's initials on the front each receipt).
Clear pictures from cameras or phone are acceptable but they must be very clear!

Reimbursement - All receipts received by Thursday will be processed the following week **except for small Manual Expenses totaling \$20.00 or less. They will be done at the end of the August each year.**

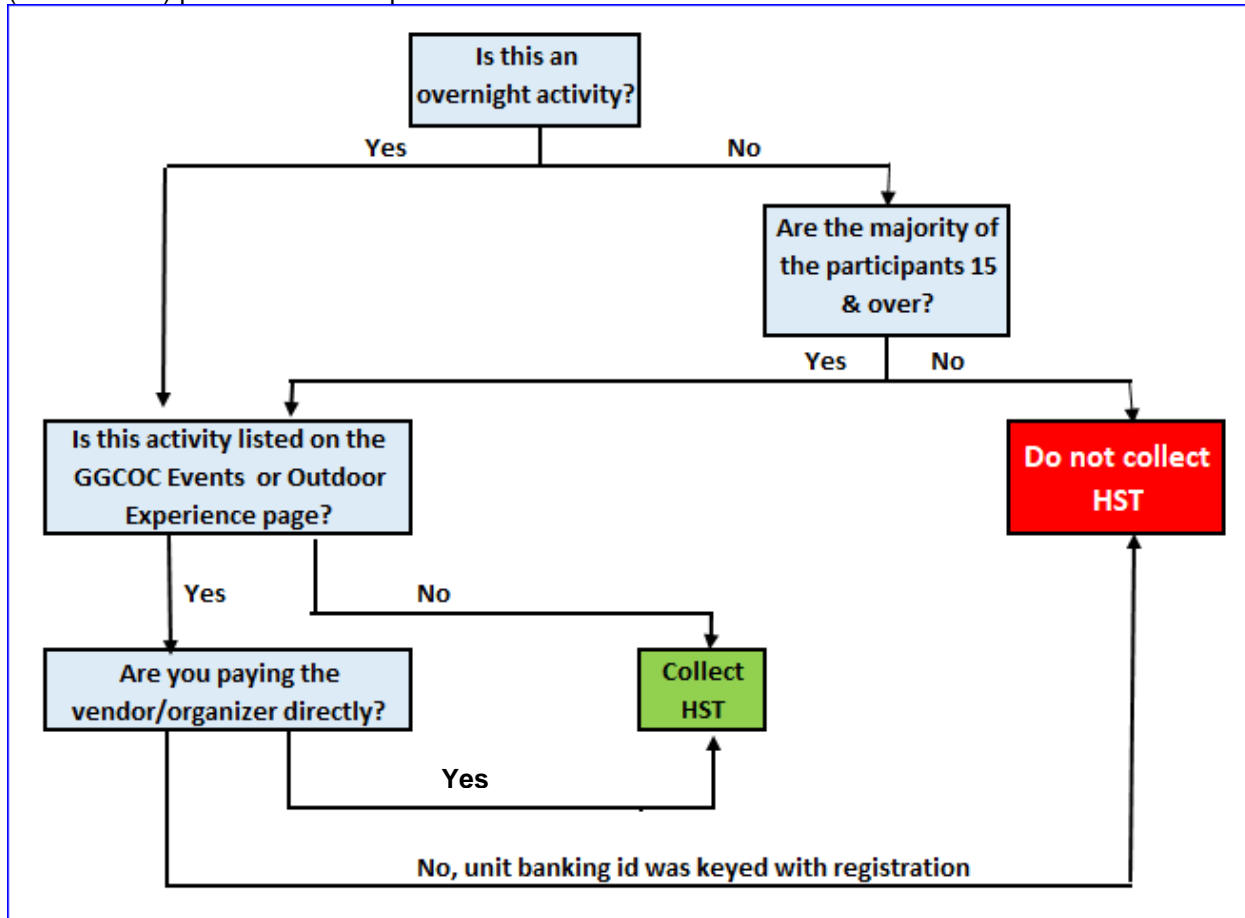
Payments by Direct Deposit (EFT)- for any amount, will be deposited into the payee's personal bank account within 7 days (Please note this must be set up in advance of the payment).

Payments by Cheque should be received within 14 days (under \$20 exception noted above)



8. Activities & HST

The Canada Revenue Agency (CRA) requires units to collect HST on the revenue we collect for certain taxable activities, such as overnight events for all participants (e.g. camps, sleepovers and museum overnights) and day events where the majority of participants are 15 years and older (Rangers or Trefoil Units). On the other hand, the CRA also allows units to recover either 100% of the HST (Input Tax Credit (ITC)) or a portion of the HST (PSB Rebate) paid on certain expenses.



ALL overnight events are HST applicable, AS WELL AS day events where the majority of the participants are over 15.

Determine if you must charge HST (See the decision chart above). Certain types of events, such as overnight events for all participants (e.g. camps, sleepovers and museum overnights) and day events for Rangers or Trefoil Units are taxable.

- Events listed on the Event Calendar or on the Outdoor Experiences page, will list the HST required. ([I need help with HST](#)). However if you register and pay using your banking number online, you do not need to collect additional HST (already included in the fee).
- Calculating the HST to be collected
 - Calculate the total before tax cost for the event (transportation, meals, craft supplies, accommodations, admission tickets, badges etc.)
 - Subtract any subsidy applied to the whole cost of the event (unit funds or unit cookie profit used to reduce the cost to everyone in the unit)
 - Multiply 13% to the net cost (event cost – subsidy).
- Fees collected that include HST, allocate the deposit to “**Taxable Activity (extract HST) – Overnight +Day 15 yrs+**”, click the “Extract HST” checkbox on the distribution line. ONLY EXTRACT HST when using the Taxable Activity (extract HST) account.

- When you allocate or key in the **Expenses** for the event:
 - No itemized receipt = no HST rebate. Itemized receipts must clearly show the items purchased and the HST amount.
 - **A new expense category code has been created for taxable activities where the vendor does not charge taxes, called ITC – Taxable Activity - No Tax charged – Overnight + Day 15+.** If you receive a receipt for an expense related to a taxable activity where no taxes were charged by the vendor, use the new allocation category **ITC -Taxable Activity - No Tax charged – Overnight + Day 15+.** Use this category for both purchase card transactions and manual transactions, as applicable.

On your balance report on the revenue side, you will see the amount of HST collected accumulate in the HST Collected box. At the end of the month, this number clears to zero.

On your balance report on the expense side, you will see the credit /rebate accumulate in the HST Rebate box. This is for information purposes only. The credit/rebate has already reduced your expense. At the end of the month, this number clears to zero.

If you run a transaction report (once the transaction is verified provincially), the amount expensed or credited to your unit will show in the account columns, The amount submitted to the CRA (on revenue side) or received as a rebate/credit on the expense side will show in the HST rebate column (expenses) or HST collected column (revenue).

9. Forms and Tools available on the [Unit Banking Page](#)

Forms

- Centralized Banking Authorization Online Form – change or add new Treasurer
- Centralized Banking Account Closing Form – close your Unit Banking account
- Direct Deposit Enrolment Form (EFT). Members are paid money due directly into their personal bank account for purchases made for the Unit.
- Lost/Incomplete Receipt Form – used when you have lost a receipt or the vendor does not provide an appropriate receipt (for example a VISA slip or handwritten generic receipt)
- Parent Payment Receipt Template – used to provide parents with a receipt for cookies or events
- Planning/Budget form – spreadsheet to plan your year including Safe Guide requirements and budget.
- Year End Reconciliation (online Form) – submitted annually to your Unit Banking Clerk (see below)

Tools

- Annual Unit Budget Calculator
- Cash Advance Calculator
- Manual Expense Calculator (multiple receipts)
- Cookie Calculator
- Cookie Sales Calculator
- Deposit Calculator
- Unit to Unit Cookie Exchange Form

10. Year end

- *In order to comply with National Policies and Guidelines, Treasurers in Ontario must complete the Year End Reconciliation.*
- Complete the MANDATORY Year End Reconciliation online form found on the [Unit Banking Page](#), and ensure all items on the list have been completed. This must be submitted by June 30th. (Transactions occurring after this date will be included in the following year's books.)

11. Reports

- Balance Report – From September of current year to today’s date. Summarizes transactions (Verified provincially) by allocation description and provides overall balance. Transactions that are not “Verified Provincially” show summed in the Waiting (Not allocated) descriptions.

Please note you can look at any other time period by changing the dates.

DATE	Sep 1, 2017 to Aug 3, 2018		
USERS: 001453(9th Markham Pathfinder Unit)			
	Revenue	Expenses	
Camp Subsidies	0.00	Award and Badges	0.00
Cash Donations	0.00	Cash Advance	0.00
CWFF Collected	0.00	Craft Supplies	0.00
Dues	0.00	CWFF - Transfer to Province	0.00
Equipment Revenue	0.00	Equipment Purchases	0.00
Fall (Mint) Cookies	0.00	Fall (Mint) Cookies	0.00
Fundraising - Approved	0.00	Fundraising - Approved	0.00
International Trip Revenue	0.00	GGC Property Rental and Outdoor Experience	0.00
Membership Fees Collected	0.00	Gifts	0.00
Other Revenue (incl. prev. guiding year spring cookies)	0.00	International Trip Expenses	0.00
Parent Orders Revenue (Guide Store)	0.00	ITC - Taxable Activity - Overnight and Day 15+	0.00
Special Events (Calendar and Day Activities <15)	0.00	Membership Fees Forwarded	0.00
Spring (Sandwich) Cookies	0.00	Other Administrative	0.00
Taxable Activity (Extract HST) - Overnight and Day 15+	0.00	Parent Orders Purchases (Guide Store)	0.00
Taxable Activity (GST) - QC/NU	0.00	Postage/Courier	0.00
Training	0.00	Printing and Office Supplies	0.00
Z-OC Clearing Account	0.00	Program (non-craft supplies)	0.00
		Public Relations	0.00
		Special Events (Calendar and Day Activities <15)	0.00
		Spring (Sandwich) Cookies	0.00
		Training	0.00
		Travel (Mileage) - Non-trip Related	0.00
		Z-OC Clearing Account	0.00
HST Collected	0.00	HST Rebate	0.00
Waiting (Not Allocated)	0	Waiting (Not Allocated)	85.00
Total	0		85.00

Balance Beginning of the period	472.55
Current Year:	
Revenues	0.00
Deposits	0.00
Deposits - RBC Bill Payments	0.00
Transfers	0.00
Expenses	85.00
Purchase Cards	0.00
Manual	85.00
Transfers	0.00
Revenue minus Expenses	(85.00)
Balance End of the period	387.55

- Transaction Report (CSV) provides you with a spreadsheet of either Expenses or Deposits. Each allocation, **verified provincially**, is displayed in a separate column.

ID	UserID	UnitNam	Type	Communi	Status	Amount	Date	ReceiptDate	Merchant	Comments	Payable To	HSTRebate	WaitingForAllocation	Membership F
823406	001802	13th Gue	Expense - Purch	901006	Provinci	21.06	2014-09-11		STAPLES STORE #201	Cardstock		1.69	0	
823785	001802	13th Gue	Expense - Purch	901006	Provinci	28.23	2014-09-12		MICHAELS #3991	Various craft supplies		2.27	0	
827930	001802	13th Gue	Expense - Purch	901006	Provinci	12.43	2014-09-19		BUCK OR TWO 329	Stickers for crafts		1	0	
830313	001802	13th Gue	Expense - Purch	901006	Provinci	51.28	2014-09-23		TARGET CANADA T3759	Halloween Activities		4.11	0	
830680	001802	13th Gue	Expense - Purch	901006	Provinci	16.25	2014-09-25		MICHAELS #3991	Building Craft		1.3	0	
835022	001802	13th Gue	Expense - Purch	901006	Provinci	13	2014-09-02		WAL-MART SUPERCENTER#3144	Pencils/erasers/duo t		1.05	0	
836695	001802	13th Gue	Expense - Purch	901006	Provinci	7.06	2014-10-03		DOLLAR TREE #40192	Polyfoam balls		0.56	0	
839605	001802	13th Gue	Expense - Purch	901006	Provinci	11.54	2014-10-09		LEN'S MILL STORE	Craft supplies		0.93	0	
839783	001802	13th Gue	Expense - Purch	901006	Provinci	14.41	2014-10-09		WAL-MART SUPERCENTER#3144	Snacks		1.16	0	
842476	001802	13th Gue	Expense - Purch	901006	Provinci	504	2014-10-15		PLAY WITH CLAY	Pottery Painting and f		0	0	
843602	001802	13th Gue	Expense - Purch	901006	Provinci	14.13	2014-10-18		DOLLAR TREE #40192	Halloween Activities		1.14	0	
844981	001802	13th Gue	Expense - Purch	901006	Provinci	239.14	2014-10-20		GIRLGUIDES	Badges Emblems anc		0	0	
847202	001802	13th Gue	Expense - Manu	901006	Provinci	72.47	2014-10-27	2014-10-27	Various	7541 Wellington Rd 3/4 Nancy Knight		5.73	0	
851210	001802	13th Gue	Expense - Transf	901006	Provinci	-238.75	2014-11-03			1st Guelph Pathfinder		0	0	
851690	001802	13th Gue	Expense - Purch	901006	Provinci	40.79	2014-10-29		WAL-MART SUPERCENTER#3144	Enrollment snacks		1.78	0	
851691	001802	13th Gue	Expense - Purch	901006	Provinci	12.06	2014-10-31		WAL-MART SUPERCENTER#1130	Ribbon & glue for uni		0.97	0	
852065	001802	13th Gue	Expense - Transf	901006	Provinci	238.75	2014-11-04			13th Guelph Brownie		0	0	
853288	001802	13th Gue	Expense - Purch	901006	Provinci	16.95	2014-11-04		DOLLAR TREE #40192	Craft supplies for Dec		1.95	0	
854436	001802	13th Gue	Expense - Purch	901006	Provinci	3.96	2014-11-04		WAL-MART SUPERCENTER#3144	Ribbon for crafts		0.32	0	
859901	001802	13th Gue	Expense - Purch	901006	Provinci	8.4	2014-11-18		DOLLAR TREE CANADA STORE#	Sleeper Dec 5 2014		0.97	0	
859902	001802	13th Gue	Expense - Purch	901006	Provinci	40.57	2014-11-18		MICHAELS #3991	Sleeper Dec 5 2014		4.67	0	
861328	001802	13th Gue	Expense - Purch	901006	Provinci	19.54	2014-11-19		FOOD BASICS #862	Brownie Sleeper Dr		1.1	0	
862982	001802	13th Gue	Expense - Purch	901006	Provinci	46.21	2014-11-22		WAL-MART SUPERCENTER#3144	Sleeper Dec 5 2014		5.32	0	

12. Important Dates/Timelines

- September Fall Cookie Delivery (dates vary by location)
 - December 1 All Fall Cookie money should be deposited @ \$60.00/case
 - December 1 Submit outstanding receipts and deposit slips to Unit Banking Clerk
 - Jan 15 (approx) Spring cookie orders due
 - March Spring Cookie Delivery (dates vary by location)
 - March 1 Submit outstanding receipts and deposit slips to Unit Banking Clerk
 - April 1 Girl Registration begins for girls returning to your Unit
 - May 1 Girl Registration begins for girls changing Units
 - June 1 All Spring Cookie money should be deposited @ \$60.00/case
 - Jun 15 (approx) Fall cookie orders due
 - June 30 Year End Reconciliation Due
 - June 30 Submit all outstanding documentation to Unit Banking Clerk
-
- Deposits – in account within 2 business days
 - Password reset – 1 business day
 - Purchase Card Expenses – in account within 2 business days
 - Purchase Card Credit Limit increase within 2 business days
 - Transfers within 1 business day

13. HELP

For Assistance: Contact your **Unit Banking Clerk**.

Communities 24, 25, 27, 28, 29, 34, 35, 40: banking.clerk2@guidesontario.org
Communities 1,3, 4, 6, 7, 9, 22, 23, 36, 50 (Trefoil): banking.clerk3@guidesontario.org
Communities 5, 10, 13, 14, 15, 16, 30, 37, 38 41, 99 (Lones): banking.clerk4@guidesontario.org
[Communities 8,17, 18, 19, 21, 31, 32:](mailto:banking.clerk5@guidesontario.org) banking.clerk5@guidesontario.org
LEAP Units: LEAP@guidesontario.org

[Unit Banking page – Girl Guides of Canada, Ontario Council website](#)

[Unit Banking test site](#) Log in 005000 and password is 005000. Here you can practice using the Centralized Unit Banking site.

Community Volunteers

ufscvolunteer.?@guidesontario.org For communities 1-9 do not add preceding zero
(ufscvolunteer.6@guidesontario.org)

ufscvolunteer.??@guidesonatio.org For communities 10-50
(ufscvolunteer.10@guidesontario.org)

Member Zone https://www.girlguides.ca/web/GGC/My_GGC/GGC/My_GGC.aspx
(requires logon)

Trips:

[Event Coordinator](#) ext. 2484

Glossary

- Advance/petty cash – Money given to an individual for purchases not yet incurred (no receipts) from the unit account. Receipts are submitted after the fact on Cash advance calculator.
- Allocation – Expense or revenue category codes (assigned to specific accounts at Province)
- Balance Report – report shows sum in each allocation code for a set time period (defaults to current guiding year) and the account balance.
- Centralized Banking Authorization Form – Sign up to become or withdraw from the Treasurer/purchase card holder position
- Credit Card Limit – the total monthly amount of purchases available on your Purchase Card
- Deposits – Money/cheques brought to your bank (RBC) to be added to your account
- Direct Deposit Enrolment Form (EFT) – used to pay Manual expenses directly in Unit Guider's bank account
- Donations (Revenue only) – Money received by the unit (if the donation is solicited, pre-approval using an FR.1 is required). Units cannot donate to other units or organizations
- Fundraising – Raising money (other than selling cookie sales) must have pre-approval using the FR.1 form
- ITC – Input Tax Credit used with expenses associated with a taxable activity where you have collected HST taxes from the participants
- Itemized receipt – shows the merchant information, items purchased, date, HST, subtotals, totals, tax information and method of payment.
- Lost/Incomplete receipt form – used when you do not have a receipt that itemizes the purchases. The receipt may have been lost or the vendor did not provide an itemized receipt (VISA slip only or hand written note)
- Manual Expense – where the unit has incurred an expense not using the Purchase Card (complete under Transactions/Expenses/New)
- Password Locked – after 3 unsuccessful attempts the account is locked. An email will be forwarded with a new password within 2 business days during business hours
- Quick Tips – detailed descriptions with screen shots of how to use Centralized Banking
- RBC bill payment – Parents pay using online bill payments to the unit account for Cookies, Camp etc.
- Taxable Revenue (Extract HST) – Overnight + day 15+ The allocation used for revenues collected for all overnight events/camps and any day events where most of the participants are 15 and older.
- Transfers – internal exchange of revenues and expenses between Units and/or Ontario Council
- Verified, Guider – Treasurer has allocated the revenue or expense. The Unit Banking Clerk has not received and/or verified the receipts or deposit slips.
- Verified Province – completed Expense or Revenue transactions
- Verify – Allocating expenses or revenues to specific allocation accounts
- Waiting, Guider – Expenses or Revenues waiting for Treasurer to Verify
- Year End Reconciliation – Mandatory online form required at the end of each Guiding year (June 30th)