

Financial Flow Policy



Quebec Council - Dec 2021, updated Feb 2025

Prepared by the QC Finance Committee

Notes:

- Revenue and Expense breakdowns will be reviewed by the QC Finance Committee prior to final Budget submission each year. Once approved by the Provincial Council, they will be shared with District Commissions
- District Councils will use these policies to build their budgets each year
- Motions will be approved at both the provincial and district levels to accept this policy, with required quorum. *
- District Treasurers/DCs will be asked to share statements with the DC Rep, every quarter in order for the Provincial Council to evaluate spending at the district level

Province – How QC supports Districts, Units and Members

- Adult Registration
 - Province will cover the fee for all active Unit Guiders
 - DCs/Districts are responsible for maintaining accurate adult rosters.
 - Link and Trefoil Guild members with no Unit Guider activity are responsible to pay their own fees
 - Members at large and District Guiders must pay their \$80 national membership fee
- Adult Awards
 - Awarded nominated for supporting provincial level activity are paid for by province
 - Awards nominated at the District and Unit level are covered at that level
 - Big 5 cost will be covered by National
 - Valour - Fortitude - Gold Maple Leaf - Beaver Award - HLA
 - Nominating Council pays the Honorary Life Award cost
- First Aid Certification - Standard
 - Adult members active in Units – Province will reimburse 2/3 of cost
 - Rangers – Province will cover 100%
- First Aid – Wilderness
 - Application submitted to the Provincial Camp Adviser, and based on expected use/benefit, 100% covered by Province for adult members, with advance approval.
- Mental Health First Aid – Travelling Guiders – as of March 30, 2025
 - Mental Health First Aid Supporting Youth required for at least one Guider per trip (effective June 15, 2025) - Province will reimburse 2/3 of cost for one Guider. Balance can come from Fundraising, District contribution, or personal cost.
- Provincial training Events
 - Cost covered by Province for all Adult members and Rangers
- New Unit Start-up Funds
 - \$250 deposited into each new unit as start up. This does not include new merged units, re-opening of units or de-merging of units that closed within the past 2 years.
 - A new form will be available on the QC website and will be shared with the DCs.
- Uniform subsidy

- Families who receive the max registration subsidy will automatically be invited to request a uniform subsidy, if required. It will be a \$25 GGC store allowance.
- Girl Travel Support -
 - Nationally Sponsored Trips (selected girls) - National pays 50%, QC pays 33% of the remaining 50% charged to families by National. Caregivers must pay a minimum of 10% of total cost, the balance can be fundraised with FR.1.
 - Provincially sponsored Travel (selected girls) outside of QC travel, QC covers 80% of the cost, caregivers must pay a minimum of 10%, balance can be fundraised with FR.1.
 - Independent GGC trips – QC pays \$75 for each traveler, RG to make request
 - Cookie case support at \$21 per case for travel units
- Campership for girls – as requested
 - Form is being converted into a gravity form, available on website and shared by DCs

District – How Districts support Units and Members

Revenue

- \$1 per case of cookies x # of cookies ordered
- Any approved fundraising (FR.1)
- Any donations/municipal grants/support – Note: FR.1 is always needed for Municipal grants

Expenses

- Unit space, unit responsibility but can be supported by District
- District events
- Guider event subsidies, if required
- Adult awards/pins
 - Awards for adult members for support in the District/Unit
 - Bronze, Silver and Gold Unit Guider pins
 - Adult member service year pins
 - Up to 19, ordered and paid for by Unit
 - 20 to 45, increments of 5, covered by Province
 - 50 and up covered by National
- DC Mileage
 - covered for travel within district at 50 cents per km
- District mailing/postage and administration costs
- District meetings - Up to \$250 per meeting paid by Province, to a maximum of \$1,000 each budget year.

Optional expenses at District level

- Guider uniform support – optional, vote at District
- Girl travel support – optional, vote at District
- First Aid certification
 - District can reimburse balance of 1/3 cost, after one year of taking course
- GGC Name tag – Guider orders herself online – optional, vote at District
- Childcare – optional, vote at District
- Provincial Meeting/AGM ticket – optional, vote at District
- Non-member PRC cost can be refunded to NM by district or unit, or NM can pay it



Unit – How Units support Members

Revenue

- \$12.75 per case X # of cases
- New unit start-up of \$250

Expenses

- Unit space, honorarium or rent
- Program work, badges, and pins
- Non-member PRC cost can be refunded to NM by district or unit, or NM can pay it

*DISTRICT QUORUM:

Voting: While all Guiders are strongly encouraged to attend, in voting matters, there is one vote per unit. The District Treasurer may also vote if she is a MBR. NM Treasurers cannot vote. The secretary may not. Fifty percent plus one of the voting members represents a quorum, the minimum number required to hold a meeting, and the agreement of half of those present is required to pass a motion. The District Commissioner only gets a vote if there is a tie. In this case, her vote breaks the tie.

What to do if there isn't a quorum?

The Chair has a duty to declare the absence of a quorum. If the number of members at a meeting falls below the quorum, there can be no further transaction of business until a quorum is again present except to set the date of the next meeting. The motion is adjourned to the next meeting. The council can begin discussing things informally and they can even make informal decisions, but they cannot be acted upon – yet. It can be brought forward at the next meeting when there is a quorum and then it is effectively decided.

Who pays for what:	Unit	Dist	Province	To a max of?	Comment
AWARDS					
Beaver			X		
Gold Maple Leaf			X		
Honorary Life		X	X		Where nomination originates
Fortitude			X		
Valour Award			X		
Unit Guider Awards (BSG)	X	X			District decision
Merit Awards		X	X		Where nomination originates
Gold Thanks	X	X	X		Where nomination originates
Team Award	X	X	X		Where nomination originates
Adult Member pins (service yrs)		X	X		20 & up Prov., 50 & up Ntl.



FIRST AID					
Adult, Standard or Emergency		?	2/3		Active Unit Guiders only
Ranger, Standard or Emergency			100%		
Mental Health First Aid		?	2/3		GGC guidelines on MZ
Wilderness First Aid			100%		Approved by Camping Adv
Campership			X	100%	
Childcare, for Unit Guiders		?			Budget - optional
DC Mileage		X			
District meetings		X			
District organized events		X			
District postage, admin costs		X			
GGC Name tags		?			Budget - optional
Girl travel support		?	X		Budget - optional
Guider event subsidies		X			
Guider uniforms		?			Budget - optional
Member PRC			x		BackCheck fee
New unit start-up \$			\$250		
Non-member PRC cost	x	x			Otherwise, NM pays it
Program material, badges, pins	X				
Ranger first aid			100%		
Training			X		
Unit space	X	?			Districts can support units



QUEBEC BUDGET 2025 NOTES - PASSED ON FEBRUARY 20, 2025

Girl Registration Fee	184.00
	Breakdown
National	80.00
Province	104.00
Area	n/a
District	0.00
Unit	0.00

Cookie Funds - Regular	\$72.00
	Regular Cases
National & Dare	38.50
Province	19.75
Area	n/a
District	1.00
Unit	12.75

Cookie Funds – Travel Units	\$72.00
	Travel Cases
National & Dare	38.50
Province	12.50
Area	n/a
District	0.00
Unit	21.00

