



TAMARAC AREA FINANCIAL POLICIES MANUAL

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1. DISTRICT FEES & PAYMENT SCHEDULE

1.0. *Membership Fees*

All Members are expected to pay their membership fee once a year. This means that girls who register after April 1, may have their membership fee applied to the upcoming Guiding year and will not have to pay an additional membership fee in the fall when they join their Unit.

Membership fees are set at a Provincial Level.

Current membership fee:

Province wide membership fee set at \$120.00

LATE PAYMENTS ARE SUBJECT TO 10% PENALTY FEES.

Census counts are performed on December 1 and March 31; Districts will receive notification for census top-up payments for adult members following the second census count.

Amounts beginning January 2013:

(National - \$50, Province - \$12, Area - \$20 girl/\$10 adult/\$0 subsidized member)

Adult members: \$82

Girl members: \$82

Members requiring financial assistance: \$72

Over 75 Membership: National and Area membership fees are waived for members with birthdates in IMIS, who turn 75 prior to December 31. Cost for membership is equal to the Provincial fee (\$12). Each District/Guild will be required to provide payment for All Adult Members at the October Area Council Meeting, cheque can be post dated to November 15th.

1.0. *Subsidized Members:*

Subsidization is available from GGC - Alberta Provincial Council **twice per year for both Girl and Adult** Members. The amount of the individual member subsidy is determined on a year-by-year basis based on the amount of revenue received through cookies ordered throughout Alberta Council jurisdiction. For Girl Members, registration must occur via submission of paper registration forms (A5P) sent to the iMIS Home (Provincial Office) with a note on the A5P stating Subsidy Required. In addition, the Area Commissioner will complete the Provincial Subsidization Form: AB-Council.19 Member Subsidy form listing all Members in the Area requiring subsidy; all Members identified must be registered in IMIS prior to November 1st and March 1st. In November and March of each year, Provincial Council will review available funding and provide subsidy sent to Area for each applicable

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District. Area will then forward the funds to the appropriate District less the National and Provincial portion membership fee; if the sum of the National and Provincial fee is greater than the subsidized amount, Area will bill the districts at that time for the amount required.

1.0. *Girl Guide Cookie Payments*

District Payments for fall cookies are required by **November 15** and for spring cookies by **May 15**.

District Cost per case of cookies effective Spring 2012: \$32.25

District Cost per case of cookies effective Spring 2013: \$32.25

LATE PAYMENTS ARE SUBJECT TO 10% PENALTY FEES.

1.0. *Loans*

Districts can request financial assistance, in the form of a loan, from area by submitting a detailed explanation of the need for the loan, how it will be utilized and repaid and the time frame for repayment. Loans will depend on necessity, funding available and repayment ability. Loans will be granted interest free.

2. DISTRICT REPORTING REQUIREMENTS

2.1. *Financial Record Keeping Requirements*

Each unit is required to meet the following financial requirements:

- Follow the national standards as set out in the Standard Financial Reporting Manual
- Ensure all Girl Guide of Canada Accounts require dual authorizations for withdrawals from the account
- Maintain a financial ledger supporting each financial transaction that occurs
- Ensure appropriate documentation exists and is filed to support each financial transaction including receipts, deposit slips, etc.
- Prepare monthly bank reconciliations

Each district is required to meet the following financial requirements:

- Follow the national standards as set out in the Standard Financial Reporting Manual
- Ensure all Girl Guide of Canada Accounts require dual authorizations for withdrawals from the account
- Prepare an annual financial budget for the period January 1 to December 31
- Maintain a financial ledger supporting each financial transaction that occurs
- Ensure appropriate documentation exists and is filed to support each financial transaction including receipts, deposit slips, etc.
- Prepare monthly bank reconciliations
- Ensure any specific financial requirements are formalized within District policies, approved via a motion by the District council and maintained on record(s) which are easily obtainable by council members

2.2. *Interim Financial Reporting*

2.2.1. *Area Meeting Reporting Requirement*

Each district is required to submit a Financial Report outlining year-to-date revenues and expenses and statement of funds for the main district account prior to or at each Area meeting held throughout the year. Area strongly recommends that each district obtain an up-to-date copy of the unit Financial Report at each District meeting to better support the completion of financials and enable any financial issues to be addressed on a timely basis.

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2.2.2. District Interim Reporting Requirement

Each district is required to submit a Financial Report outlining year-to-date revenues and expenses (Statement of Revenue and Expenses) along with a copy of the June 30 bank statement for each bank account within the District. This includes all unit accounts, district accounts, travel accounts, and investments. These are due at the August Area meeting.

2.2.3. Area Interim Reporting Requirement

Area must submit its June 30 interim Financial Report to Province by August 15 each year.

2.3. Annual Financial Reporting

The annual financial reporting period runs from January 1 to December 31. Each unit/district is required to complete an Annual Financial Report.

Unit reports must be completed and submitted, with all supporting financial ledgers, documentation and reconciliations, to their District on an annual basis on or at the day requested for review.

District reports must be completed and submitted, with all supporting financial ledgers, documentation and reconciliations, to Area on an annual basis on or at the day requested for review. Alternatively, the District may have their financials reviewed and submit a copy of the Financial Report, December 31 bank statement and Financial Review checklist.

Reporting Package Details:

- Financial Record Keeping Form (Ledger)
- Bank Statements and Bank Reconciliations
- Cheque book or stubs
- Deposit book or slips
- Receipt book or slips
- Summary records for cookies, events, camps, etc.
- Copy of approved FR.1s and SG.8s
- Completed Annual Financial Report
- Financial Review Checklist with the front page completed

Additional Package Details – Districts Only

- Meeting minutes or motion book to support financial motions and fundraising approval
- Photocopy of the reviewed unit Financial Report, December 31 bank statement and Financial Review Checklist. This will be reviewed at Area level then submitted back to the District to maintain for their records.

2.4. Budgets

An annual budget (January 1 to December 31) is required for each committee; committee advisors must prepare and submit their budgets to the area treasurer by July 1 of each year. The Area budget will be prepared and distributed to council for review by July 15 for review and approval by council. Once approved, the approved budget is sent to Province and distributed to assist in the preparation of district budgets. Deadline for distribution is August 1.

District budgets must be approved by the district council and submitted to Area Council by the August Area meeting in order to be approved at such time.

2.5. Change in Treasurer

A full financial audit is required at the time of a change in Treasurer. This is performed to ensure the books are complete and accurate at the time of transition and to clearly establish the timeline for financial responsibility.

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This review can be completed by anyone who has knowledge of the GGC Standard Financial Reporting requirements, does not have signing authority on the account and is not related to someone who has signing authority on the account.

A copy of the reviewed Financial Report, bank statement for the end period and Financial Review Checklist must be provided to the District / Area as appropriate.

All District treasurers are required to take financial training either from the Area Treasurer or a Tamarac Area Trainer as soon as possible following the start of the appointment.

2.6. GST Reporting Requirements

Effective October 15, 2012 Girl Guides of Canada must charge GST on certain items.

2.6.1. National GST Policy

Please refer to the Girl Guides of Canada – Forms site.

2.6.2. Key Notes

GST is required to be collected on the following funds received through GGC:

- Crest sales (unless the amount collected = amount paid for the crest + GST)
- All events for members >14 in age* where a fee is charged to attend
- Overnight events (events longer than 8 hours) for members <14* where a fee is charged to attend

An event is considered to be for members > 14 if at least one attendee being charged a fee to attend the event is over the age of 14; this does not apply if that one attendee has a recognized disability.

GST is not required for fundraising events.

For events where GST is collected, GST paid for the associated expenses will be claimed at 100% instead of at 50%; GST rebates are still available for other expenses not associated with the above and are reimbursed at 50% of GST paid.

GST cannot be collected on GST paid to Girl Guides of Canada.

2.6.3. Calculation

There are two methods for calculating GST:

1. Add it to your fee: Where $GST = 5\%$ your $TOTAL\ PRICE = FEE \times 1.05$
2. Include it in your fee: $GST = FEE / 1.05$

2.6.4. Recording GST

GST collected for events should be tracked as a new Revenue Category - GST Events

GST paid related to those events should be tracked as a new Expense Category - GST Events

Other GST recoverable and GST total must still be tracked - GST recoverable is the GST paid to organizations other than GGC and can still be claimed at 50%; GST paid to GGC cannot be claimed for rebate purposes.

Receipts to parents should include the following GST number:

GST #118938554RT0058

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2.6.5. Reporting GST

The Remittance form is included in the GST Policy.

FORMS must be submitted to AREA by the 10th of the following month (ie. For an October event the forms must be submitted by November 10). Forms are collected at Area and submitted to PROVINCIAL OFFICE; forms must be submitted by the 15th of the month.

ORIGINAL receipts to be photocopied and a copy of the GST form and receipts is to be kept by the Unit.

ORIGINAL receipts are to be forwarded with the GST forms.

2.7. Petty Cash

While Tamarac Area does not recommend the use of Petty Cash within the units, it is recognized that the use of petty cash may be required, specifically for Districts where there is only one bank account and the units are spread out over different communities. Districts must ensure proper tracking of petty cash funds as laid out in the National financial policies.

2.8. Rental Subsidy

Districts will submit a form that will state the rental fees paid by units in that District for regular unit/district meeting space. These will be submitted to the Area where a summary form will be filled out showing how much rent is paid in that District. This summary sheet will be forwarded to the Area Commissioner by November 1st (showing July – December rental amount) and March 1st (showing January – June amounts). The Area Commissioner will forward the compiled Area request into the Provincial Office. The subsidy will be determined on a percentage basis by taking the total rent requests from all Areas and dividing it into the amount of money available for this subsidy twice a year. Alberta Council Executive will approve the disbursements and issue cheques to each Area that will then be forwarded on to the applicable Districts.

3. SIGNING AUTHORITIES

3.1 Bank Accounts

As per GGC requirements, all cheques must contain dual signatures for authorization. At least two members at the guiding level associated with the account should have signing authority. In addition, a member from the parent council (commissioner or their designate) must have signing authority on EACH account.

For example:

- a unit account would have 2 guiders and the district commissioner
- a district account would have the district commissioner, a member of council or the district treasurer and the area commissioner or their designate.

3.2 Contracts

When it is necessary to enter into a contract for professional or commercial services (e.g. rental of camp equipment, boats, canoes, cars, professional guides or instructors, contractors etc.) the contract must be signed by the person who is voted in on an annual basis by Area Council and who is responsible for taking the Contracts training. This is usually the Area Commissioner.

Insurance certificates required for contracts can be obtained by completing a Request for Proof of Insurance (INS.02) available on the Girl Guides of Canada Forms site.

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4. MILEAGE & EXPENSE REIMBURSEMENT

4.1 Mileage

Mileage related to required travel for Area Functions by Area Committee Members must be submitted on an Expense Claim Form and is paid at \$0.25/km. Required travel includes Area Meetings, Annual Awards Ceremony, planning meetings pertaining to Area wide events and travel required by Area Council to support Area Districts.

4.2 Expenses

Reimbursement is available for all reasonable expenses Area Members incur while carrying out Area roles and functions. This would also include reimbursement for accommodations required to attend Area Meetings, Annual Awards Ceremony and travel required by Area Council to support Area Districts.

Expenses must be submitted on an Expense Claim Form with supporting documentation, ie) receipts.

5. FUNDRAISING & DONATIONS

5.1 National Fundraising Regulations

Girl Guides of Canada-Guides du Canada (GGC) provides exemplary leadership and valuable service to girls and women across Canada. Fund Development is undertaken to support the activities and programs available to GGC Members. In all fund development activities, it is necessary that the reputation, integrity and identity of GGC be maintained, and that municipal, provincial and federal laws be obeyed.

* GGC cookie sales are the official fundraiser for the organization and this is the only approved fundraising vehicle that benefits all levels of Guiding. All fundraising initiatives other than the sale of GGC cookies MUST be approved by Tamarac Area Council. All FR.1s and applicable documentation must be submitted to the Area Commissioner by the District Commissioner a minimum of two weeks prior to the fundraiser taking place.

Refer to *Guiding Essentials* for additional information.

5.2 Provincial Fundraising Regulations

Fund raising activities should meet community standards and be acceptable to Alberta council.

Approval from Alberta Council is required for:

- Any initiative involving the hiring of a professional fundraiser.
- Initiatives involving a large sum of money, in excess of \$2500 being paid in advance
- Casinos with an estimated profit of \$1000 or more.
- Approval for casinos will not be granted to any level below that of area.
- Bingos with an estimated profit of \$1000 or more
- Raffles with an estimated profit of \$1000 or more
- ALL 50/50 draws.
- Door-to-door sales.

All fund raising activities where our members provide value for money received, such as below, must be discussed and approved by the council concerned.

- Bake sale, bazaar, tea, craft sale and white elephant.
- Bottle, paper drives.
- Gift wrapping, coat check and catering, serving food
- Delivering phone books, flyers.
- Selling Tupperware, etc. to friends.

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- Baby-sitting, child care.
- Talent show, film show, fashion show, puppet show.
- Application for small raffles and bingos, with an estimated profit of \$1,000 or less, must be approved by the appropriate council and application for permit must be signed by the Area Commissioner.

All raffles, regardless of amounts involved, require a permit from your local Registry Office.

Bake Sales: There are potential legal liabilities associated with the selling of food products not officially sanctioned by the organization. All Safe Guide procedures for food preparation and storage, as well as all relevant government regulations, must be followed.

Babysitting/Childcare: There are potential legal liabilities associated with the running of day cares for children. Procedures outlined in the Safe Guide along with any relevant government regulations pertaining to childcare must be followed.

Adult members are not allowed to fundraise for adult only trips. They are permitted to fundraise to benefit the girls.

If a Council/Unit raises \$25,000 in gross contributions (grants, cookies, membership fees), in its financial year, they must apply for a "Certificate of Registration" under the Charitable Fund-Raising Act of Alberta. This is a compliance requirement of the Charitable Fund-Raising Act. Council/Units have 45 days to apply after raising \$25,000 gross contributions.

5.3 Charitable Fundraising Regulations

6(1) For purposes of section 8 of the Act (Charitable Fund-Raising Act), a charitable organization must prepare audited financial statements for a financial year if:

- b. The gross annual income of the charitable organization for the financial year was \$250,000 or more.

5.4 Grants

Applications may be made for government and other grants when the criteria for such grants are compatible with the objectives of the project. Such applications must be approved by Alberta or National Council as required by the government grant application. All grant applications must first be brought to area council and the provincial fund-development coordinator must be contacted with details of the proposed application. The Girl Guides of Canada-Alberta Council Grant Applications Form (AB-Council 04) must accompany the application.

Government Grants at the Municipal level and below are handled by each Area Council and all applications **MUST** be signed by the legal signing authority for the Area (Area Commissioner).

Please direct questions regarding grants to the Area Commissioner. **All grants applications **MUST** be approved by Area Council before applying takes place.**

Please use the TAM.9 Checklist at the end of this document to Support your Grant Application Process.

5.5 Donations

When a charitable donation is made to a unit or district and an official receipt for income tax purposes is required, forward the cheque to the provincial office where it will be deposited. A cheque in the same amount and an official receipt for the donation will be forwarded to the original recipient of the donation. The receipt is to be given to the donor with a thank you letter written by the original recipient. **All Donations must be reported to the Area Compliance Adviser with a completed FR.1.**

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5.6 *Financial Reporting for Fundraising*

All groups having applied for and received fundraising, grants, or other restricted donations - those provided specifically for a trip, event or project, MUST ensure that funds raised and associated expenses are tracked separately for financial reporting purposes. Prior to the start of the trip, event or project, applications for assistance MUST be submitted within **45 days** to Area Council.

Within **30 days** of the completion of the trip, event or project, the financials must be complete, and submitted to Area Council for audit.

Copies of all approved FR.1s must be kept with the Unit/District books
in which the money from the fundraising occurred.

6. FINANCIAL ASSISTANCE GUIDELINES

6.1 *PURPOSE*

To provide financial assistance by promoting and encouraging groups/individuals of Tamarac Area (includes all girls and adults registered in the area) to travel, attend Guiding events, provincial and camping trainings.

All requests are to be directed to area council. All funding requests must be accompanied by receipts. Event and Training assistance is based on the registration fee of that event.

TRAVEL ASSISTANCE

Travel assistance can be applied for any event or training where the distance traveled is greater than 160 kilometers one way. Funding will be based on gas receipts, airline, train, bus tickets, vehicle rental to and from the event only, not for transportation for activities during the event. Units can apply for Travel Assistance. See Guidelines below for travel assistance application deadlines.

EVENT ASSISTANCE

The event MUST be a Girl Guide sponsored event at an area, provincial or national level. This would include an event sponsored by any province in Canada. Funding would apply to the registration fee only.

PROVINCIAL TRAININGS: Adult members attending provincial training workshops may apply for funding.

CAMPING TRAININGS:

Guiders attending trainings offered by third party providers that are specific to camping may apply for funding.

INDEPENDENT INTERNATIONAL GROUPS: These may apply for Travel Assistance. They may also apply for event assistance if they are attending a Girl Guide sponsored event. **(Funding for independent adult groups will not be provided).**

6.2 *GUIDELINES*

1. The individual/group must apply in writing to the area council a minimum of **45 days** prior to the event by using the appropriate application form. If your travel is via ground transportation, please submit the application within **10 days** of the end of your trip with applicable gas receipts. Following the completion of the event/trip, applicants are required to submit financials to Area Council for audit, which will include a list of participants, copy of financial statement and pertinent receipts. Applicants are also required to supply a report of the activity (in soft copy) suitable for publication on the Area website. Deadline for submission of financials and event report is **30 days** after the conclusion of the event.

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NO LATE APPLICATIONS WILL BE CONSIDERED.

2. Funding will be allocated on the basis of 75% of travel expenses for travel assistance and 75% of registration fee for event assistance to a combined maximum of \$200.00 per registered Member.
3. The individual/group will receive notification that their application for funding has been approved or declined.
4. There is no limit set for girls/adult **selected** for an International, National, or provincial Girl Guide event or camp. Each application will be dealt with on an individual basis and financial assistance may be higher than the maximum \$200 normally awarded and will be granted before the event.

INCOMPLETE APPLICATION FORMS WILL BE RETURNED TO THE MEMBER.

7. GENERAL PROVISIONS

7.1 *Insignia*

The area will pay for all council members' insignia for their position on area council. This includes appointment pins for the position held, any TEAM pins earned while in this position and any membership pins. The exception to this is, if a member holds a position with a lower council; in which case the lower council will purchase any TEAM pins.

7.2 *New Unit Assistance*

The purpose is to assist new units with start-up funding. Tamarac Area will match the total amount provided by the District to a maximum of \$100.

7.3 *Awards*

Any area council member receiving an award initiated by the area council or executive committee will have that award paid for by the area.

Area council will pay for the crests and certificates for youth members receiving the Tamarac Area Award (Bronze, Silver or Gold) along with the cost of shipping.

7.4 *Crests*

Each registered member who is selected for a National or provincially sponsored event will be given two Tamarac Area crests, on written notification to area council of her selection to an event or camp. Any member may purchase Tamarac Area crests at any time, subject to availability.

7.5 *Gifts*

On completing a term of three to five years, or partial term (minimum of one year) on area council a member will receive a gift not exceeding \$25.00 and a "Thank You" card. Any other acknowledgement will not come from area funds.

If a council member has a death in her immediate family, a message of condolence will be sent and a donation made to a Girl Guide scholarship fund.

In the event of serious illness of a member of council a message of encouragement and a bouquet of flowers or other gift will be sent or taken to the member.

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In the event of a special occasion for a council member e.g. wedding or the birth of a baby, appropriate recognition will be sent.

7.6 Provincial Telephone Training

Effective October 2013, Tamarac Area Council will directly cover the training costs associated with ALL Teleconference Training for all Members within the Area.

7.7 Trefoil Guild Members Assistance

To support the on-going operation and activities of the Trefoil Guilds, Tamarac Area Council will provide a subsidy of \$10 per member annually to the Guilds. Funding to be paid at the October Council meeting. Effective August 2012.

8. RESTRICTED FUNDS

8.1 Travel Funds

As per Provincial policy, all excess funds raised for travel purposes must be held at an Area level.

MOTION: Any leftover funds that were raised for travel shall be held in trust by Area for future travel by any member(s) in that District. Carried October 2010.

MOTION: That we disburse trust travel funds from Districts to members of that District who apply, at the rate of 25% of the budgeted cost of the trip, to the maximum available in the district travel fund at the time of budget approval. Deviations to this policy may be considered by Area Council, in special circumstances, on a case by case basis. Carried October 2010.

8.2 Scholarships

Tamarac Area will provide a \$100 scholarship subsidy to all Area members who receive National or Provincial Guiding scholarships until such time as all funds within the Scholarship Account have been disbursed. Effective October 2013, this will include any Link members who reside within Tamarac Area.

MOTION: We accept the donation re Pat Webber memorial fund and present a \$100 scholarship to any Tamarac Area member including Link members who reside in Tamarac Area receiving a Provincial or National Girl Guide Scholarships for one award per member only. Carried November 2009/October 2013

8.3 International Travel Funds

Funds related to Holland Bound were fully depleted August 2012. Account has been renamed to International Travel Fund.

MOTION: Rename Fund to International Travel with \$100 per member for international travel. Carried August 2012.

8.4 St. Albert Division Funds

MOTION: St. Albert Division be closed and the remaining funds moved to Area Council accounts earmarked specifically for St. Albert Membership Initiative. Carried August 2009.

MOTION: The following items be deemed approved annual expenditures from the St. Albert Membership Initiative Fund until the total of the sum is used up:

- Membership for the St. Albert Facility Coordinator Volunteer Position
- Ads and administrative fees for advertisement in local St. Albert newspapers and

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- publications
- Registration events/Membership drives
- Volunteer fairs
- Annual Leader Appreciation Event

Any member initiatives outside of these specified items will be brought forward to Tamarac Area Council for approval. Carried August 2009.

8.5 2013 Event Funds

MOTION: That the remainder of the 2010 Event fund be put towards 2013 Events. Carried October 2010.

8.6 AB Community Spirit Grant

Received from the Provincial Government as a matching based grant for donations to Tamarac Area. The funds within this grant are to be used to support members in outdoor camping activities.

MOTION: That the Community Spirit Grant be used towards Leader camp assistance to encourage Provincial and Nationally sponsored camping; funds to be applied for on a case by case basis. Carried May 2011.

9. TAMARAC AREA FINANCIAL FORMS

9.1. TAM.3 – Financial Information for each bank account/GIC/Investment within a District/Guild

9.2 TAM.5 – Statement of Financial Responsibility for District Commissioners/Trefoil Guild Presidents

9.3 TAM.6 – Statement of Financial Responsibility for Area and District Treasurers

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9.5 TAM.9 – Grant Summary Application Form

9.6 TAM.10 – Tamarac Area Expense Claim Form

9.7 TAM.11 – Tamarac Area Travel/Event Assistance Form

9.8 TAM.12 – Tamarac Area New Unit Assistance Form

FINANCIAL BANK ACCOUNT INFORMATION

**Give details for all Bank Accounts in your District/Trefoil Guild.
(including GICs and Investment accounts)**

Use a separate sheet for each account.

Guiding year	
Unit	
District	
Name of Bank	
Address of Bank	
Bank Account #	
Actual name on account: All Accounts MUST begin with Girl Guides of Canada or GGC	
Account is active/inactive	
List names of <u>ALL</u> signing authorities on account. (A minimum of 3 signing authorities required)	
Bank Statements sent to Name and Address required	
Name and address of treasurer for this account	
<u>District Commissioner to sign</u> here to indicate that the treasurer and the signing authorities on this account have signed the Financial Responsibility Form (TAM 5, 6 or 7 as required)	
Bank Balance as of July 1 (post mid-term review)	

STATEMENT OF FINANCIAL RESPONSIBILITY

For _____ District/Guild

As District Commissioner or Guild President you are responsible for all financial practices within your District/Guild.

In performing your duties as District Commissioner/Guild President, you must follow the guidelines outlined in the current Guiding Essentials and National Bylaws. All funds must be deposited intact in a financial institution in the name of Girl Guides of Canada, plus the name of your District/Guild. This must never be a personal account. All cheques issued must be signed by two or more authorized signatures (as verified in the minutes of a District/Guild Meeting). Blank cheques must never be signed. Information regarding the banking institution, account number, treasurer and authorized signatories for the account you administer must be submitted to the area commissioner annually (TAM.3).

Your accounting records must be done on a timely basis. Each District Commissioner/Guild President is required to submit a financial audit to the Area Treasurer immediately following their year end. In accordance with Guiding Essentials and National Bylaws, your financial records must also be reviewed mid way through the year. Currently the books are reviewed by the area commissioner.

In accepting your financial responsibility as District Commissioner/Guild President it is suggested that you ensure these same standards are applied to the units you are responsible for.

Please sign and date one copy of this letter and return to the Area Commissioner by

_____ . (DATE)

Name (Please Print)

Signature

Date

STATEMENT OF FINANCIAL RESPONSIBILITY

For _____ account(s) _____ Area/District/Guild

As treasurer you are responsible for the financial practices of the account(s) you administer.

In performing your duties as treasurer, you must follow the guidelines outlined in the current *Guiding Essentials* section 8 Section 5 and National Bylaws Section 4. All funds must be deposited intact in a financial institution in the name of Girl Guides of Canada, plus the name of your Area or District. This must never be a personal account. All cheques issued must be signed by two or more authorized signatures (as verified in the minutes of an Area or District meeting). Blank cheques must never be signed.

Your accounting records must be done on a timely basis. Each area or district commissioner is required to submit a financial report to their parent council treasurer following their year-end. In accordance with *Guiding Essentials* and National Bylaws, your financial records must be audited or reviewed annually. A financial report of the area or district account must be presented at every area meeting.

For Area Treasurers only. The auditor/reviewer must be appointed in the area minutes on an annual basis.

Please sign and date one copy of this letter and return to the Area or District Commissioner by

_____. (DATE)

Name (Please Print)

Signature

Date

For Area Treasurers – A copy of this form is retained by the Area Commissioner

For District Treasurers – A copy of this form is retained by the District Commissioner.

STATEMENT OF FINANCIAL RESPONSIBILITY

For: Unit Guiders

As a member of Girl Guides of Canada you may be responsible for money, such as registration and other fees, dues, cookie money and petty cash. This is public money and must be properly accounted for.

In performing your duties as a unit guider, you must follow the guidelines outlined in the current Guiding Essentials and National Bylaws. All funds must be deposited intact in a financial institution in the name of Girl Guides of Canada, plus the name of your unit/district. This must never be a personal account. The money must not be used as petty cash. All cheques issued must be signed by two or more authorized signatures (as verified in the minutes of a district meeting). Blank cheques must never be signed.

Accounting records must be done on a timely basis. The books are to be open for inspection by the district commissioner at any time. Each district commissioner is required to submit the books to the area treasurer at the end of the year for review and the district commissioner is to ensure that an interim financial review is done in early summer.

Please sign and date one copy of this letter and return to your district commissioner by

Name

Signature

Date

This form is to be signed by every unit Guider and is retained by the District Commissioner.

GRANT SUMMARY APPLICATION FORM

Use this form for Government Grant Applications at or below the Municipal Level or Other, Non-Government Types of Grant Applications.

Grant Type: _____
Grant Name: _____
Amount Requested: _____

Group Applying: _____
(# Branch Location, District / District)
Contact Guider Name: _____
Contact Guider email: _____
Contact Guider Phone #: _____

Purpose of Grant:
 Travel **Location of Trip/Event:** _____
 Event **Date of Trip/Event:** _____
 Infrastructure **# of Members Participating:** _____
 Other

Please check that the following have been completed:

- Approved FR.1 (please attach)
- Grant Application fully completed with **original signature of legal signing authority for the Area (Area Commissioner)** with all necessary attachments of the Grant included.

Guider Applicant please sign and date:

As the responsible contact Guider for this grant, I _____, understand that by signing this form I have read and agree to abide by the Girl Guides of Canada-Guides du Canada Fundraising Procedures and Guidelines that accompany Policy 01-19-01 – Fund Development.

As the responsible contact Guider for this grant, I _____, agree to notify Area Council immediately of the notification of receipt or non-receipt of this grant.

As the responsible contact Guider for this grant, I _____, agree to submit a full financial report regarding the expenditure of this grant upon completion of travel/event/project to Area Council and all required reporting to the relevant Grantor with a copy to Area Council.

Name: _____ **Signature:** _____ **Date:** _____

Approved for Submission by:

DC: _____ **Signature:** _____ **Date:** _____

EXPENSE CLAIM FORM

Name: _____

District: _____ Date: _____

Special Instructions / Mailing Address. Etc. _____

Date	Particulars	Category	Amount without GST	GST	Total Amount
	TOTAL		\$	\$	\$

Date Paid: _____

Cheque #: _____

PLEASE ATTACH ALL SUPPORTING DOCUMENTATION

APPLICATION FORM – FINANCIAL ASSISTANCE

APPLYING FOR: TRAVEL __ EVENT __ PROV TRAINING __ CAMPING TRAINING __

NAME _____
NAME OF INDIVIDUAL/GROUP TRAVELING. (PLEASE ATTACH A LIST OF ALL PARTICIPANTS.)

Position Unit District

CONTACT GUIDER _____
NAME

ADDRESS _____
STREET, PO Box #

City Postal Code

PHONE #: _____

E-MAIL ADDRESS: _____

NAME OF EVENT/CAMP/PROVINCIAL TRAINING: _____

MODE OF TRANSPORTATION _____ DISTANCE _____

Checklist of attachment (s) to be submitted within 30 days of activity:

- List of participants
- Copy of trip/event budget
- Report of activity

For **International assistance** only
Send to: Area International Adviser

For all **other** assistance
Send to: Area Treasurer

Applicant's signature: _____

District Commissioner's signature: _____

Total Submitted: _____

Total Assistance Reimbursed: _____

Cheque #: _____

NEW UNIT ASSISTANCE FORM

The purpose is to assist new units with start-up funding.
Tamarac Area will match the total amount provided by the District to a maximum of \$100.

**TAMARAC AREA
NEW UNIT ASSISTANCE**

Unit Name: _____ IMIS Number: _____

City/Town: _____

Branch: _____

District: _____

New Unit Opening Date: _____

Number of Registered Girls: _____

Other Financial Assistance Received:

District: _____

Other (specify): _____

TOTAL: _____

Commissioner: _____

Commissioner's Signature: _____

Amount Paid: _____

Cheque #: _____