

**District Compliance Document**  
**Please bring completed checklist to February meeting**

Description	Check and Date when complete	Due Date
<b>Signing Authorities</b>		
The district commissioner or her designate is on all unit accounts in her district.		
The area commissioner or her designate is on the district accounts.		
TAM 3 has been submitted to area commissioner for each account, including investments/GICs		Sept 15 <sup>th</sup>
District Treasurers and Commissioners have signed Financial Responsibility (TAM.5 for DCs/TAM.6 for treasurers), Conflict of Interest(TAM.8) and Confidentiality Forms		Sept 15 <sup>th</sup>
All signing authorities (including units) have signed the Financial Responsibility form (TAM7s)		Sept 15 <sup>th</sup>
ALL waivers, contracts, leases and agreements must be signed by the area designated signer. No one else in Tamarac is authorized to sign any agreement on behalf of Girl Guides of Canada		ongoing
<b>Unit and Guider Records</b>		
Guider profiles were updated at least once in year (we usually do this in February)		Ongoing – report when done, must be complete by Dec 31
Ensure all girls and Guiders have Image Release on file.		
Unit Rosters are checked to ensure girls, adults and Non-Member Volunteers are accurate including contact information.		Ongoing but done by Nov 15th, Jan 15th and Mar 15th.
Unit imis records (including meeting time, meeting place, etc) updated in iMIS each fall.		Oct 31 <sup>st</sup>
<b>Forms Retention</b>		
A copy of the forms retention cover sheet(AB-Council.05) is sent to the area compliance recorder for each forms retention submission		
Forms Retention packages must be submitted to province each January and June at a minimum (but may be sent more often if you would like the forms out of your house. . .)		Jan 31 <sup>st</sup> and Jun 30 <sup>th</sup>
<b>Minutes</b>		
A minute book is kept for all district meetings.		
Copies of minutes that pertain to financial motions are included with the financial records.		
District meeting minutes are forwarded to area commissioner.		after each District meeting
<b>Financial</b>		
All closed units have had their bank accounts closed and the funds moved to district level; funds must be held in TRUST for 2 years then are absorbed by the district.		End October
No bank accounts in district have overdraft on their accounts.		
District budget is submitted in time for the August Area meeting		Aug Area meeting
Annual Financial Reviews have been completed on all units and copies have been made to include with the district books sent to Area for review. Interim Financial Review documents required at Aug Area meeting include a copy of June Bank statement and Statement of Revenue and Expenses for each unit/account.		Mid Summer/Aug Area meeting
District Financial Records have been submitted to Area for review at the February meeting.		Feb area meeting
A chart of all Bank accounts held in the district detailing account #, bank acct #, location, signing authorities and balance as of December 31, 2011 is submitted with year end financials. (TAM 3) (Copy of December Bank Statement to be included)		Feb area meeting

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Any units who are fundraising are following the correct process and their approvals are noted in the minutes attached to the financial reviews. A copy of the FR.1 for all fundraising needs to be attached. Copy of ALL FR.1s to be submitted to Area Compliance Adviser.		Feb area meeting
Outstanding money collection issues have been noted in the district books submitted for review including any steps that have already been taken. All documents pertaining to the issue are maintained at the district level. The Area Commissioner has been notified.		Feb area meeting
Accounts created for travel are being monitored by the DC. Excess fundraised travel funds at the end of the trip have been submitted to Area and account has been closed.		ongoing, but update given at Feb area meeting
<b>Grants and Donation Requests</b>		
ALL grant requests and donation request over \$500 must be approved at the time of request. Please send a copy of FR1 to area compliance recorder.		before request submitted
Information required for grant tracking: Name of Funder, Dollar Amount, Date of Application, Approving Council, Date of meeting where approval given.		for unsolicited grants, send copy of FR1 to area compliance recorder on receipt
Note that additional funds may be available to match some kinds of corporate grants if funds are sent via Province and and a tax receipt issued.		
<b>Real Property and Contractual Debt</b>		
All land and building transactions must be approved by Alberta Council. We also need to report any leases – please consult area commissioner before entering into any lease agreement		
Any payment agreements (rent, equipment leases, etc) which extend beyond a 12 month period must also be reported. (Contractual Debt)		
<b>Equipment List</b>		
Submit a list of all significant equipment (eg tents, camp stoves and larger to Area Council each Fall		Oct 31 <sup>st</sup>
Equipment list to include the name and address of the Guider responsible for the equipment, or the address of the storage location, and an indication of whether it is insured (most are not insured)		

District: \_\_\_\_\_

District Commissioner (Name): \_\_\_\_\_

Signature: \_\_\_\_\_