

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 _____

Name (Please Print)

Signature

Date