

## Ontario Council Code of Financial Accountability for Independent Trips

Complete this form and submit it along with your SG.8 package to [trips@guidesontario.org](mailto:trips@guidesontario.org).

By agreeing to participate in an independent trip either as a Guider, Treasurer and/or Purchase Card Holder, I agree to work with the adults affiliated with my trip unit to ensure that the trip is financially compliant in accordance with National policies, Guiding Essentials and Ontario Council guidelines. This includes, but is not limited to, the following:

1. Abiding by Financial Stewardship Policy 03-04-01 and Fund Development Policy 01-19-01 of Girl Guides of Canada – Guides du Canada (GGC), available in the Governance Manual on Member Zone at [girlguides.ca](http://girlguides.ca).
2. Ensuring that finances are accurately documented and compliant with Ontario Council's expense guidelines and centralized banking practices as noted on the provincial website at [girlguides.ca/ON](http://girlguides.ca/ON). This includes, but is not limited to:
  - a. Deposits
    - i. Depositing all collected money (cash, cheques, money orders, etc.) into the centralized bank account promptly including money received from fundraising activities.
    - ii. Ensuring there are appropriate notes within the centralized banking system in order to properly track funds received.
  - b. Expenses, purchase cards and cash advance reconciliation
    - i. Ensuring that all expenses and purchases for the trip and any related activity, including fundraising, are recorded in the centralized bank account.
    - ii. Ensuring that proper documentation (i.e. receipts) is received for all expenses and purchases including cash advances.
  - c. Providing applicable paperwork
    - i. Any financial transaction requires back up (i.e. deposit slips with notations, receipts, etc.). Back up needs to be submitted within 2 weeks of the date of the transaction by email to [trips@guidesontario.org](mailto:trips@guidesontario.org), or by mail to the attention of Independent Trip Banking at 180 Duncan Mill Rd – Suite 100, Toronto, ON M3B 1Z6.
    - ii. Year-end checklists are an annual requirement for every unit in Ontario, including independent trips. They must be submitted within the timeline identified in the message the Treasurer will receive requesting that the list be submitted.
    - iii. At the end of the trip, submit any documentation within 30 days of the last day of the trip so refunds (if applicable) can be considered and submit financial reports as per the Safe Guide trip planning timeline.
    - iv. Provide the staff that support independent trips with appropriate up-to-date copies of the trip's budget and other financial paperwork as requested.
3. Ensuring that each participant pays a minimum of 10% of the cost of the trip themselves.
4. Ensuring that proper approval is obtained in advance for all fundraising activities via the FR.1 process.

**Note:** Fundraisers for the purpose of independent trips should be sent to [trips@guidesontario.org](mailto:trips@guidesontario.org). In addition, a minimum of 25% of the total amount fundraised for GGC activities, events and travel must be done through cookies sales.
5. Using the Ontario Council trip budget and tracking template available at [girlguides.ca/ON](http://girlguides.ca/ON).
6. Ongoing compliance with Ontario Council unit banking processes
  - a. Any other units that you are associated with must be in good financial standing. Failure to work with the other adult members in your unit to remain in good standing could affect your participation in an independent trip.

I understand that by signing this agreement:

- I have read and understand GGC policies related to finances for independent travel, including Financial Stewardship Policy 03-04-01 and Fund Development Policy 01-19-01.
- I agree to abide by the requirements for financial reporting and accountability as outlined above.

Adult member name: \_\_\_\_\_

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

