Girl Guides of Canada, Ontario Council

Unit Banking Quick Tips

A guide to using the Centralized Unit Banking Website

Unit Banking Help
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Phone: 1-877-323-4545 ext. 2500

Unit Banking Quick Tips

Quick Tip 1 - Accessing the Unit Banking Website
This reference will show you how to log in to the Unit Banking website (Web-Form).

Step 1: Getting to the Unit Banking Login Screen through the GGC, Ontario Council website.

A. Open an internet browser (Google Chrome or Mozilla Firefox work best) and type http://www.girlguides.ca/ON/ in the address bar and press **Enter** on your keyboard. You may need to delete the address that's already in the address bar first.

B. When the GGC, Ontario Council website opens, there are several ways to find the Unit Banking Webpage. You can go to the quick links at the bottom right side of the page and choose "**Unit Banking**".
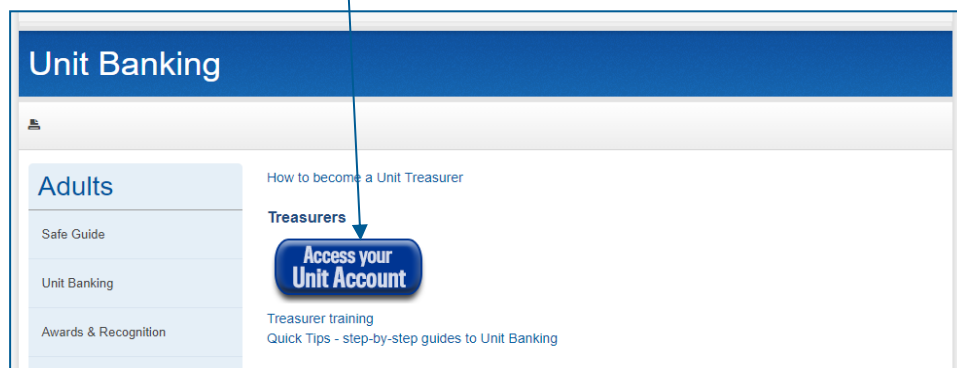

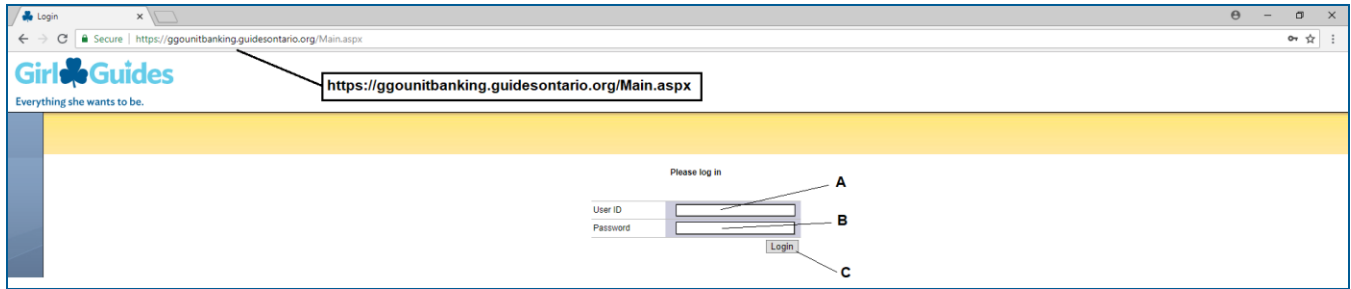Or you can go to the Quick Links Box near the bottom of the page and click on **Unit Banking**:
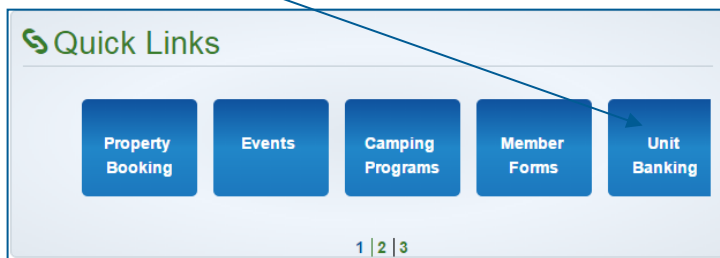
Or you can choose "**Adults**" from the drop down menu list at the top of the page and click on the **Unit Banking** option:
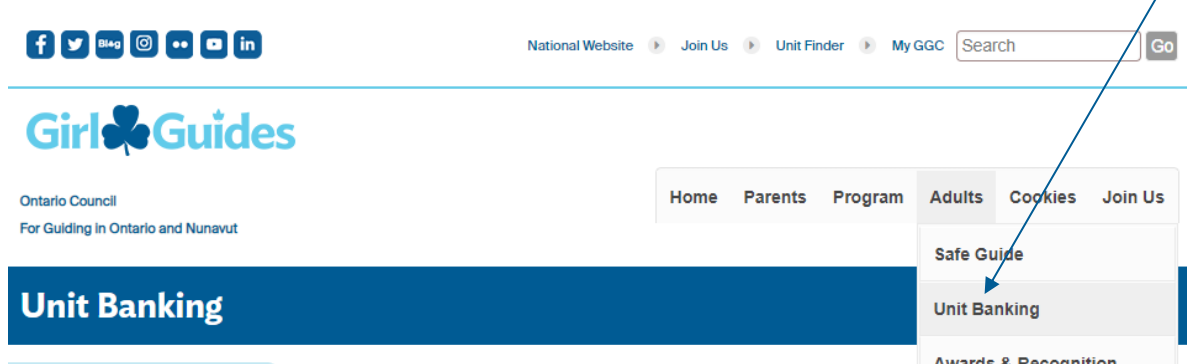
C. Once you get to the centralized banking webpage, **please Bookmark it for future reference** and then click on the link "access your unit account**".

Step 2: Logging in to the Unit Banking website (Web-form)

A. Enter **User ID**: The Banking **User ID** was emailed to the Treasurer. Your iMIS number is **NOT** your User ID.

B. Enter **Password**: This field is case-sensitive, please remember to enter the password exactly as it was shown in your "Welcome New Treasurer" email, with no spaces. **For security purposes, your account is locked after 3 failed login attempts.** If your account is locked, the Treasurer will be emailed a new password within regular office hours (new passwords are not automatically system generated).

C. Click the **Login** button (or press the "Enter" button on your keyboard).

TIP: After your first log in, you should change your password.
To do this, hover your cursor over **Configuration** and click on **Change Password**.
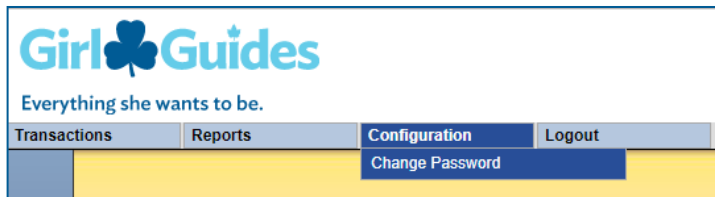
For further assistance with your login, contact purchasecard.admin@guidesontario.org.

Please note: **Shadow account** access to the bank account is done the same way. The Guiders have been emailed the shadow account login and password. Shadow accounts can view the transactions and run the balance report but cannot edit or input any transactions.

Quick Tip 2 - Understanding the Main Screen
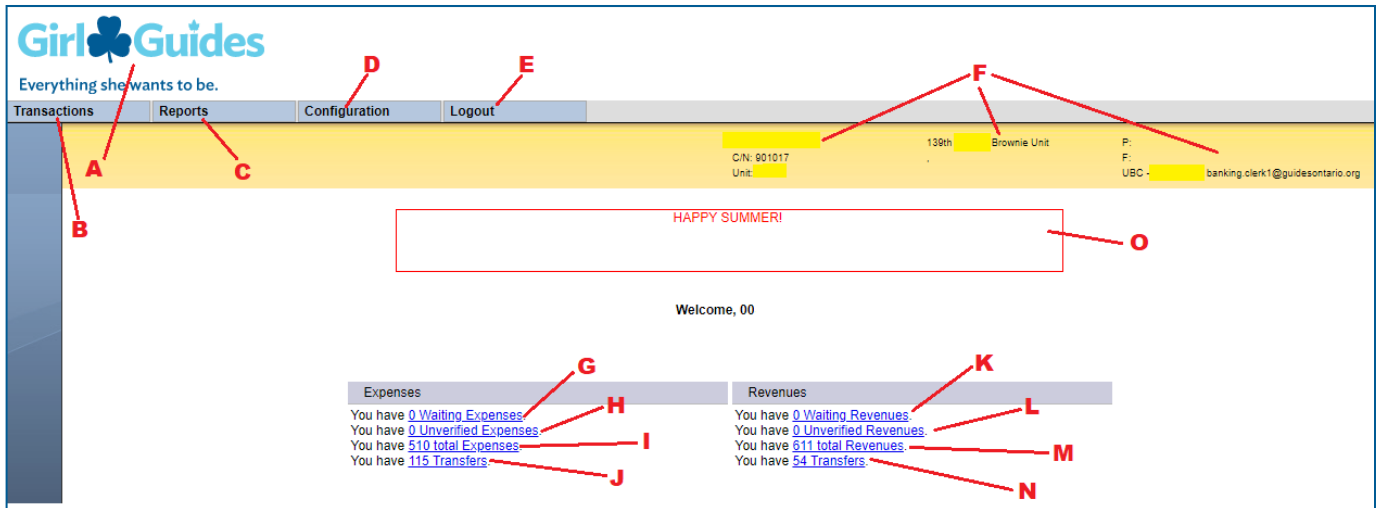
A **Trefoil Logo**: Click on the logo in the top left corner of the browser at any time, to return to the Main Screen.

B **Transactions**: Hover your cursor over this heading to:
(1) Expenses: **View Outstanding** Expenses (same as G), **New** to create a manual expense or **View All** to see total expenses (same as I)
(2) Revenues: **View Outstanding** Revenues (same as K) or **View All** to see total revenues (same as M)
(3) Transfer Requests: **View Outstanding** allows you to see any transfers you have created that have not yet been approved by Province or **New** to create a transfer of funds to another unit or to Province.
(4) Credit Limit Requests: **New** to fill out an increase of credit for your unit's purchase card.

C **Reports**: Hover your cursor over this heading and click on **Balance** to run the balance report (see **Quick Tip 9**). To run a **Transaction Report (CSV)**, choose the dates and select either expenses or revenues and then export (see **Quick Tip 22**)

D **Configuration**: Hover your cursor over this heading and click on **Change Password** to change your password.

E **Logout**: Click this button to exit your Unit Banking account and return to the Login Screen.

F **Unit Information**: Provides information about the Unit Treasurer, Community Number (C/N), Unit Number, Unit Name and Unit Banking Clerk contact email.

G & K **Waiting Expenses and Revenues**: Click the underlined text to access a list of expense or revenue transactions that require your allocation. These transactions require you to select the distribution or category (e.g. spring (sandwich) cookies, dues, special events) and to input tax amounts if applicable.

H & L **Unverified Expenses and Revenues**: Click the underlined text to access a list of expense or revenue transactions that require your review and re-submission. Your Unit Banking Clerk has identified a problem with these transactions and you will need to make changes accordingly and resubmit or delete the transaction.

I & M **Total Expenses and Revenues**: Click the underlined text to access a list of all expense or revenue transactions. You can also access these lists by looking under the **Transactions** menu (See B).

J & N **Transfers**: Click the underlined text to access a list of all the underlined completed expenses or revenue transfers.

O Messages from Ontario Council Unit Banking

Quick Tip 3 - Understanding the Unit Banking Terms

This reference will show you how to navigate the Transactions Screen. It will also explain commonly used Unit Banking Terms.

A **Filter by Status**: Click on the drop-down arrow to filter the transactions on the screen by the transaction **Status** (refer to G). The status defaults to "Waiting, Guide", to see all transactions, select "All".

1. **Waiting, Guide**: New transactions that require allocation. "**Allocation"** is selecting the category for the money spent or received (e.g. craft supplies, dues, special events). For purchase card transactions, there is an extra step to **edit amounts** to input the taxes if applicable.

2. **Unverified, Guide**: Transactions that need to be reviewed and re-submitted or deleted by the Treasurer. A Unit Banking Clerk has indicated there is missing info or something has been incorrectly entered.

3. **Verified, Guide**: Transactions that have been allocated and verified by the Treasurer. The next step is for the Treasurer to send the receipt or deposit slip to their Unit Banking Clerk for verification.

4. **Verified, Provincial**: The transaction is fully verified by the Treasurer, Unit Banking Clerk, and the Finance Department. For Manual Expenses, the payment is issued once the transaction is "Verified, Provincial" status.

B **Filter by Date**: Click on the calendars and select a date range to limit the transactions on the screen by the transaction date. To see all transactions, remove the dates from these boxes.

C **Transaction ID**: Each transaction is assigned a unique ID number. You can click on any underlined ID number to open up a detailed view of the transaction. Always write the Transaction ID number on your receipts and deposit slips for the Unit Banking Clerk to match.

D **User ID and Unit Name**: Your Centralized Banking User ID and Unit Name will appear on all transactions.

E **Type**: This refers to the kind of expense or revenue. There are 6 Types: (1) Expense - Purchase Card (2) Expense - Manual (3) Expense – Transfer (4) Revenue - Royal Bank Deposit (5) Revenue - Royal Bank Bill Payment and (6) Revenue - Transfer.

F **Community**: Your Community number will appear on all transactions.

G **Status**: This refers to the stage in the verification process that the transaction is currently at. "Waiting, Guide" (Stage 1) represents a new transaction and "Verified, Provincial" (Stage 4) is a fully verified completed transaction. (**refer to A**) Any Transaction that is not "Verified, Provincial" is considered outstanding and needs to be followed-up and completed.

H **Net Amount**: Is the amount once a transaction is Verified, Provincial that will appear in your balance sheet. Because each unit now receives a tax rebate, this is the net amount = amount – tax rebate (exp) or tax collected (rev).

Net Amount	Amount
454.00	454.00
103.50	116.96

Example: this unit's manual expense was a total of $116.96 and it had HST tax, therefore they have a rebate and only $103.50 goes through on their balance sheet.

I **Amount**: Total amount that went through either on your purchase card or deposit or your manual reimbursement.

J **Date**: Is the date the transaction occurred.

Detailed View of a Transaction:

ID	1651908	Please Click to Submit / Resubmit
User ID	000228 - 113th Ottawa Guide Unit	
Community/Camp/ Special	901028	
Type	Expense - Manual	Guide Store: No
Level	Guider	
Status	Unverified	
Before Taxes Amount	371.22	
Tax Amount	29.03	} Edit Amounts
After Taxes Amount	400.25	
Distribution	Description	Amount GST HST
	ITC -Taxable Activity - Overnight + Day 15yrs+	371.22 0.00 29.03

K **Printer**: Click this icon to print the transaction. You may choose to attach this printout to the receipt or deposit slip.

L **Thumbs-Up**: Click this icon after you have made corrections to re-submit an **Unverified** expense or revenue. You will only see this icon on **Unverified, Guide** transactions that require re-submission or deletion.

M **Edit Amounts and Edit**: For purchase card transactions, click on **Edit Amounts** first to input the taxes if applicable and then click on **Edit**. For revenues and expenses that don't have taxes, click on **Edit** to choose the distribution (allocation) and input comments on the transaction.

N **Close**: Once you have either finished looking at the detailed view of a transaction or made changes to a transaction and clicked Save, you can then close the transaction.

Quick Tip 4 – How to Use RBC Deposit Slips

This reference will show you how to use the RBC deposit slips.

Deposit slips are for units banking with RBC. Units should only use **one** deposit slip <u>per day</u>. Use <u>one</u> deposit slip for all funds and once it's in the banking system, allocate the funds to the multiple categories needed. (There are costs associated with each deposit – although these costs are not passed on to the units)

A helpful tool for you to use is the [Deposit Calculator](). It helps to make tracking the girls' payments easier.

Correct Unit Information

The lower left corner of the deposit slip – under Girl Guides of Canada:
  a) Check that your Unit ID is printed correctly
  b) Check that your Unit Name is also printed correctly
  c) If there is any discrepancies, please contact purchasecard.admin@guidesontario.org or your Unit Banking Clerk

Note: the Unit ID printed on this example will be different than your Unit Banking ID

Write <u>your 6-digit unit USER ID </u> on the back of each cheque.

Step 1: The Date
  a) The first 4 blocks will be for the year the deposit is taking place. Begin by filling out the year (ex. 2018)
  b) The 2 blocks beside the year will be for the month. (ex. if it's August it will be 08)
  c) The last 2 blocks will be for the day of the month (ex. 2nd of the month)
  d) It will look similar to this: 2|0|1|8|0|8|0|2

a. Year here

b. Month here

c. Day of the month
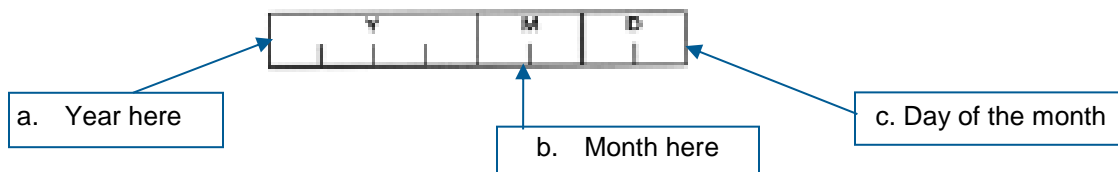
Step 2: Depositor's Initials

Initial in the box where it says Depositor's Initials. It will be the top square box.

Initial Here
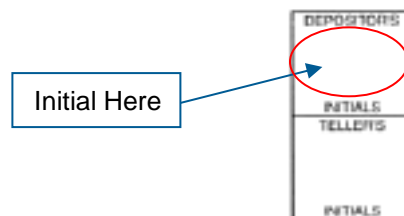
Step 3: Unit User ID

*Do not enter anything in the 'Transit' and 'Account Number' boxes. These are already pre-encoded on the bottom of the deposit slip.

Unit User ID

Leave both blank

Step 4: Cash Breakdown

a. Give a breakdown of the cash you are depositing by filling out "details" column. You will determine the amount of cash broken down by how many $5 bills, $10 bills, $20 bills etc.

For Example: If you have $25.00 that you are depositing; you will have 1 x 5 and 2 x 10 to equal $25.00.

Number of each bill

b. On the "Cash" side of the column you will total up the amounts from the "details" side.

For example:

1 x 5 = 5.00

2 x 10 = 20.00

Totaling $25.00

Write in the sum of each amount

c. At the bottom of that column there will be a box where you write in the total amount of cash that you are depositing.

DETAILS	CASH (INCL. COUPONS)
X 5	
X 10	
X 20	
X 50	
X 100	
X	
COIN	
CDN CASH TOTAL	
VISA & CHQS FORWARDED	
RATE	
RATE	

Write total amount of cash here

For example: If you have a total of $25.00 you will write in 25.00
*note the column after the dotted line is where you will write in the cents.

Step 5: Cheque Amounts

If you are doing a deposit of cash along with a cheque you need to break down how much is cash and how much is from the cheque. You need to write this total in 2 places. It is not necessary to itemize each cheque you are depositing, or the amount per girl. Only the totals are required on the deposit slip. If you wish to keep your own itemized records you can do so on one of the copies of the deposit slip that you keep, or in a separate spreadsheet. Your Unit Banking Clerk does not require this information, nor does the bank. A helpful tool for you to use is the Deposit Calculator. It helps to make tracking the girls' payments easier.

Write the chq(s) sum

VISA AND CHEQUES		
		VISA VOUCHER TOTAL
VISA & CHEQUE TOTAL		
US CASH TOTAL		
US CHEQUE TOTAL		

DETAILS	CASH (INCL. COUPONS)
X 5	
X 10	
X 20	
X 50	
X 100	
X	
COIN	
CDN CASH TOTAL	
VISA & CHQS FORWARDED	
RATE	
RATE	

NET DEPOSIT

Step 6: Total Deposit Amount

Add up the total amount of cheques and the total amount of cash. Write it in the bottom of the deposit slip:

GIRL GUIDES OF CANADA
UNIT # 003373
5TH WHITBY GUIDES

⑈00000337317 6⑈ ⑈06702⑈003⑈   000⑈117⑈2⑈   89

NET DEPOSIT

This is where you will write in the total amount of the entire deposit amount. **The dollars go first and any cents gets written in the last two boxes.**

Step 7: Copies of the slips

RBC will give you two copies of the deposit slip. After the transaction shows up under your Revenue, allocate it to applicable category(ies). If you are depositing funds for multiple categories, make sure you make a note of it for your records and then you can allocate your transaction on Web-Form accordingly ex. Dues $25.00, Taxable Revenue (HST) $150 with HST extracted, etc. (See Quick Tip 5 - Allocating a Deposit).

Then write the transaction number on the deposit slip, with your initials and the date scanned, then scan it (or take a picture with your phone or camera) and email it to your Unit Banking Clerk.

When you are at the branch, do not ask the bank clerk for your balance. Because these are sub-accounts, the clerk does not have access to specific unit account information. You can check your balance once you see your deposit "Waiting Guider" on Web-Form or ask your unit Banking Clerk. See Quick Tip 9 – Running a Balance Report. Also note this is a Business Account so you can use the Business Counter at the branch.

Quick Tip 5 - Allocating a Deposit

This reference will show you how to allocate a Deposit in your Unit Banking Account.
IMPORTANT TO REMEMBER: Deposits will appear in the account within 1-2 business days.

Step 1: On the main page, Click on the blue underlined **Waiting Revenues** to view the list of revenues that require your allocation.

Alternatively, click on **Transactions, Revenues, View Outstanding**

Revenues
You have 2 Waiting Revenues.
You have 0 Unverified Revenues.
You have 108 total Revenues.
You have 34 Transfers.

Girl Guides
Everything she wants to be.

Transactions	File Import	Reports
Expenses ▸		
Revenues ▸	View Outstanding	
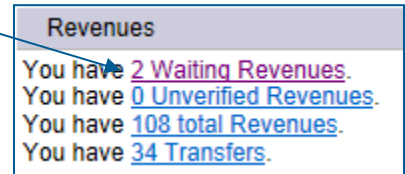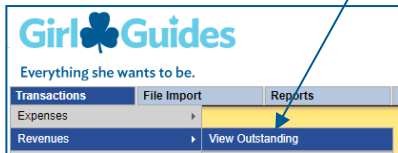
Step 2: Click on the underlined **Transaction ID** number to open up a detailed view of the transaction.

ID	User ID	Unit Name	Type	Community	Status	Net Amount	Amount	Date
1648056	001463	9th Markham Pathfinder Unit	Revenue - Royal Bank Deposit	901038	Verified, Guider	155.00	155.00	07/31/2018
1639504	001463	9th Markham Pathfinder Unit	Revenue - Royal Bank Deposit	901038	Verified, Guider	215.00	215.00	06/19/2018

Step 3: Write the Transaction ID (ex. #1639504) on the deposit slip as well as the date and your initials.

Step 4: The detailed transaction will open up on the bottom half of the screen. Click on the **Edit** button to allocate the transaction.

	Edit ◄lose
ID	813085
User ID	002871 - 3rd Barrie Pathfinder Unit
Community/Camp/ Special	901032
Type	Revenue - Royal Bank Deposit
Level	Guider
Status	Waiting
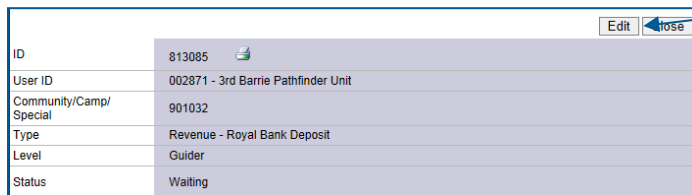
Step 5: Allocate the revenue transaction:

A. Select the Distribution (category) from the drop-down list by clicking on the down arrow.

Description

- Campership Subsidies
- CWFF Collected
- Donations
- Dues
- Equipment Revenue
- Fall (Mint) Cookies
- Fundraising - Approved
- International Trip Revenue
- Membership Fees Collected
- Other Revenue (incl. Previous Guiding Year Spring Cookies)
- Parent Orders Revenue (Guide Store)
- Special Events (Calendar + Day Camp <15yrs)
- Spring (Sandwich) Cookies
- Taxable Activity (extract HST) - Overnight + Day 15yrs+
- Taxable Activity (GST) - QC/NU
- Training
- Z-OC Clearing Account
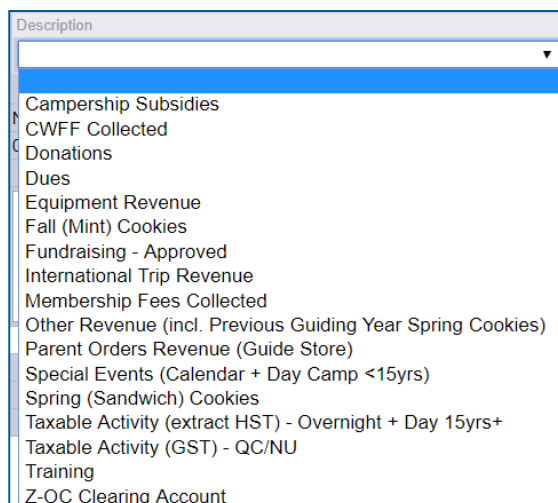
When you hover your mouse on a specific allocation – a brief blurb on the allocation will appear to help you choose the category.

Description

- Campership Subsidies
- CWFF Collected
- Donations
- Dues
- Equipment Revenue
- Fall (Mint) Cookies   Mint cookie money received-parents, group sales etc.
- Fundraising - Approved
- International Trip Revenue
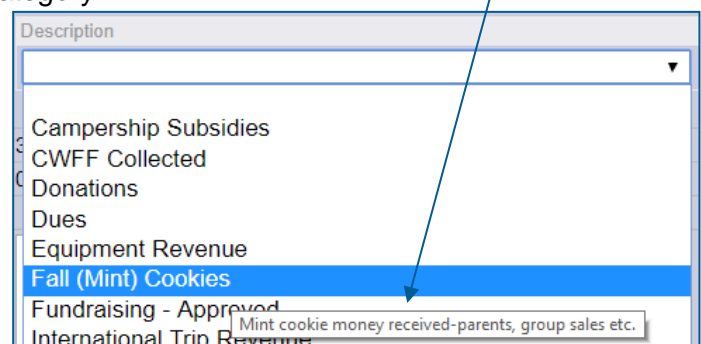
B. Please note: if the distribution is **Taxable Activity (Extract HST) - Overnight + Day 15yrs+,** click the "Extract HST" box. The tax and net boxes will auto-populate the amounts.

C. Click **+** to add multiple categories or **x** to delete a description line. Use this to split the funds into several categories. For each distribution line added, you'll need to type the amount in the total box. Adjust the amounts for the multiple categories (example: spring (sandwich) cookies, dues, special events, etc.)

Description		Total	Tax	Net	Extract HST	
Spring (Sandwich) Cookies	▾	1800.00	0.00	1800.00	☐	
Taxable Activity (extract HST) - Overnight + Day 15yrs+	▾	70.00	8.05	61.95	☑	✗
Donations	▾	6.00	0.00	6.00	☐	✗
Special Events (Calendar + Day Camp <15yrs)	▾	100.00	0.00	100.00	☐	✗
Dues	▾	40.00	0.00	40.00	☐	✗
						✚

D. Input specific comments and the details regarding the deposit.

E. Click **Save** if completed (or **Cancel** to return to Step 4 and start over).

If you clicked Save, and realized you missed something or entered something incorrect – please contact your Unit Banking Clerk so they can unverify the deposit and then you will be able to edit it again.

F. Click the **Close** button to close the transaction and return to the Waiting Revenues screen.

Step 6: Send ONE copy of the deposit slip to your Unit Banking Clerk with the transaction number, the date scanned and your initials written on the slip.

Quick Tip 6 - Submitting a Manual Expense Request

This reference will show you how to submit a manual expense to obtain reimbursement for unit purchases or to make a payment for an invoice.

Transactions	Reports	Configuration
Expenses ▶		View Outstanding
Revenues ▶		New
Transfer Requests ▶		View All
Credit Limit Requests ▶		

On the Main Screen, hover your mouse over the **Transactions** heading and then **Expenses** and click on **New.**

Remember, you can only be reimbursed for expenses incurred during the current and previous Guiding year. Example: If the current Guiding year is 2018-2019, you **cannot** be reimbursed for receipts dated from the Guiding year 2016-2017.

A **Before Tax Amount**: Amount excluding the Tax Amount (include shipping & handling, tip, non-HST/GST taxes etc.)

B **Tax Amount**: Input the total of the HST and/or GST listed on the receipt. (Any other taxes are added to the Before Tax Amount).
*Double check that the **Before Tax Amount** and **Tax Amount** equal the total on the receipt (or Manual Expense Calculator).

C **Distribution:**

   Description: Click on the drop-down arrow to select the distribution category. If you hover the cursor over a category a pop-up bubble will indicate some common purchases used in that category.

   Before Tax Amount: Enter the **Before Tax Amount** associated with the category(s) selected.

D **Green +**: Click the green **+** to add a distribution line. The amounts on the distribution lines must add up to the total **Before Tax Amount**.

E **Red x**: Click the red **X** to delete a distribution line.

F **Guide Store Box**: Click this box if your expense is from the Guide Store. The Merchant field will automatically become GGC Store. **Do not combine Guide Store receipts with other receipts.**

Merchant	GGC Store	☑ Guide Store

G **Merchant**: Store or service where the receipt or invoice is from.
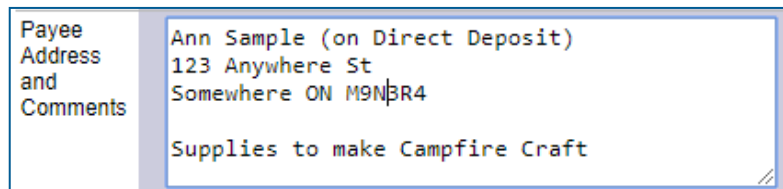
- If refunding a parent, input "**Refund**", reference the deposit transaction number in the comments section with the parent's address **and email your Unit Banking Clerk** for verification.
- If reimbursing for mileage, input "**Mileage Log**" and submit the Mileage Log Excel Version/PDF for verification.
- If inputting several receipts on one request input "**Various**" and submit the Manual Expense Calculator along with **all** the receipts.
- If requesting a cash advance, input "**Cash Advance**" **and email your Unit Banking Clerk** for verification. A Cash Advance Calculator along with the receipts must be submitted before the end of the Guiding Year.

H **Receipt Date**: Input the receipt's date.

If you are combining more than one receipt, reimbursing a parent or claiming for mileage, leave the date as the current date.

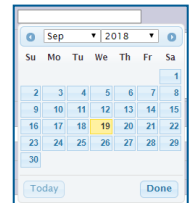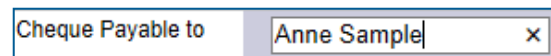**I** **Payee Address and Comments**: All manual expenses whether paid by cheque or direct deposit require an **accurate current mailing address** entered in this section. Also input comments regarding the expense here. The cheque will be sent to the address listed here. If paying an invoice from a company input **the invoice or order number** in this section.

Payee Address and Comments	Ann Sample (on Direct Deposit) 123 Anywhere St Somewhere ON M9N3R4 Supplies to make Campfire Craft

J **Cheque Payable to**: Input the full name of the person or company to whom you owe money. No short forms or initials, just the full name of the payee.

Cheque Payable to	Anne Sample ✕

K **HST and GST**: Input the total of the HST. If GST is applicable input the total amount here. It should be the same or total of the Tax Amount [**B**].

L **Save**: Click this button to submit the request. The expense will be assigned a **Transaction ID** number. **Write the Transaction ID, date scanned and your initials on the receipt(s).** Scan (or take a picture with your phone or camera) the receipt(s) and email them to your Unit Banking Clerk (alternatively you can mail them).

Do not forget this step! The payment will **not** be issued until your Unit Banking Clerk receives the receipt and verifies the information.

M **Cancel**: Click this button to cancel the manual expense request and return to the Total Expenses screen.

IMPORTANT TO REMEMBER: After saving the manual expense you cannot edit the transaction. Contact your Unit Banking Clerk to unverify it. If the amount inputted is incorrect, the transaction will need to be deleted and rekeyed (refer to Quick Tip 15 – Revising or Deleting a Transaction).

For more information on manual/cash expenses see: Manual Expenses

Quick Tip 7 - Allocating a Purchase Card Expense

This reference will show you how to allocate a purchase card expense in your Unit Banking Account.
IMPORTANT TO REMEMBER: Purchase card transactions will appear in the account after the merchant has posted the charge (usually 3-5 business days).

Step 1: Receive an itemized receipt from the purchase card holder. An itemized receipt contains; the merchant information, details of what was purchased, the sub-total (pre-tax) amount, the taxes, the total, the date of purchase and the HST/GST number.

A Visa slip receipt (showing that a purchase was paid by visa ending in last 4 number at a store for an amount) is not an itemized receipt – if you receive only the Visa slip, the purchase card holder needs to find the itemized receipt and give it to you. If an itemized receipt is not received, a Lost or Incomplete Receipt Form needs to be filled out and submitted to your Unit Banking Clerk.

Step 2: Log into your Unit's Centralized Banking account. Click on the blue underlined **Waiting Expenses** to view the list of expenses that require your allocation.

Expenses
You have 3 Waiting Expenses.
You have 0 Unverified Expenses.
You have 332 total Expenses.
You have 58 Transfers.

Step 3: Click on the underlined **Transaction ID** number to open up a detailed view of the transaction. The detailed transaction will open up on the bottom half of the screen.

ID	User ID	Unit Name	Type	Community	Status	Net Amount	Amount	Date
1658692	003080	9th Markham Guide Unit	Expense - Purchase Card	901038	Waiting, Guider	72.43	72.43	09/17/2018

Write on the receipt - the Transaction ID (example 1658692), your initials and the date.

DOUBLE CHECK Do the Before Tax Amount and Tax Amount match your receipt?

Step 3a: If **NO**, click the "**Edit Amounts**" button and then click "**OK**" when the pop-up box appears. Change the amounts to match the receipt and then hit the **Save** button. Then move on to Step 3b.

Before Taxes Amount	9.38
Tax Amount	0.00
After Taxes Amount	9.38

Edit Amounts

ggounitbanking.guidesontario.org says
This will delete any existing distribution details for this entry, are you sure you wish to continue?

OK   Cancel

Before Taxes Amount	8.30	Current Values: 9.38
Tax Amount	1.08	0.00

Before Taxes Amount	8.30
Tax Amount	1.08
After Taxes Amount	9.38

Step 3b: If **YES**, skip **Step 3a** and click on the **Edit** button (**C**) at the top of the transaction to allocate the transaction.

Step 4: Allocate the transaction:

A. Choose the allocation description for the purchase.
When you hover your mouse on a specific allocation – a pop-up bubble will appear and show some of the uses of the allocation to help you choose.

Awards and Badges
Cash Advance
Craft Supplies
CWFF -Transfer to Province
Equipment Purchases
Fall (Mint) Cookie Payments
Fundraising - Approved
GGC Property Rental
Gifts
International Trip Purchases
ITC -Taxable Activity - Overnight + Day 15yrs+
LEAP Payments
Membership Fees Forwarded
Other Administrative
Parent Orders Purchases (Guide Store)
Postage/Courier
Printing, Office Supplies and NSF Fee
Program (Non-craft Supplies)
Public Relations

Public Relations
Special Events (Calendar + Day Camp <15yrs)
Spring (Sandwich) Cookie Payments
Training
Travel (Mileage) Non-trip Related
Z-OC Clearing Account

B. Input the **Before Taxes Amount** for the description(s).

C. Click **+** to add a distribution line to split an expense into several categories. For each distribution line added, you'll need to type the amount beside the category. The amounts in the Distribution must total the **Before Taxes Amount**.

D. For Guide Store purchases, checkmark this box only.
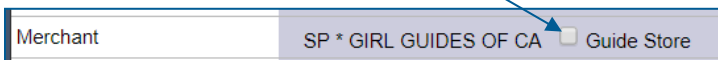
E. Input comments regarding the expense.

F. Input the HST (and/or GST) if appicable. If no taxes, leave blank. The total in the HST and GST boxes must sum to the total in the **Tax Amount** at the top of the transaction.

G. Click **Save** if done (or **Cancel** to return to Step 3 to start over).

H. Click the **Close** button to close the detailed transaction and return to the Expenses screen.

Step 5: Send the receipt to your Unit Banking Clerk.

The preferred method is to scan (or take a picture with your phone) and email the itemized receipt (you will need to make sure you have done step 3: **Write on the receipt - the Transaction ID (example 1658692), your initials and the date scanned).**

If you receive the receipt electronically (example – Guide Store conformation email), you can forward the email (with the detailed information – not the visa/summary receipt for the total), directly to your Unit Banking Clerk and type the transaction number in the body of the email.

Alternatively you can mail the receipts to your Unit Banking Clerk at the Ontario Council Office.

Step 6: Once your Unit Banking Clerk receives the receipt and has no follow up questions – the purchase card expense will be Verified, Provincial. Any tax rebates (ITC or PSB) will be automatically deducted from your unit balance at this time.

ID	1652094	
User ID	001043 - 1st Manotick Guide Unit	
Community/Camp/ Special	901040	
Type	Expense - Purchase Card	Guide Store: Yes
Level	Provincial	
Status	Verified	
Before Taxes Amount	111.45	
Tax Amount	6.67	
After Taxes Amount	118.12	
Distribution	Description Amount GST HST Parent Orders Purchases (Guide Store) 111.45 0.00 6.67	
Merchant	SP * GIRL GUIDES OF CA	
Date	09/05/2018	
Receipt Date		
Comments	Uniform order	
HST	6.67	
GST	0.00	

Quick Tip 8 - Submitting a Transfer Request

This reference will show you how to submit a *Transfer Request* to send funds to another Unit in Ontario or Nunavut or to Ontario Council.

IMPORTANT TO REMEMBER: You can **only** use the transfer feature **to send** funds to Ontario Council or to other Ontario Council Units. You **cannot** use the transfer feature to send money to Girl Guide units in other Provinces or National. As well, transfers cannot pay outside merchants or service providers – you can pay the merchant or service provider with the unit's purchase card or request a manual expense for reimbursement.

Transactions	Reports	Configuration
Expenses ▸		
Revenues ▸		
Transfer Requests ▸	View Outstanding	
Credit Limit Requests ▸	New ←	

Step 1: To open the form, hover your cursor over **Transactions** and then over **Transfer Requests** and click **New**.

Step 2: Complete the Unit-to-Unit or Unit-to-Ontario Council Section. You can only choose one.

Transfer Type (Select only one)	◉ Unit to Unit ○ Unit to Province

Unit To Unit Transfer

Transfer Type (Select only one)	◉ Unit to Unit ○ Unit to Province		
Unit - to - Unit			
Type	○ Shared Revenue ○ Shared Expense ◉ Other		
Funds From	Unit User ID 002257	Description	(Select One) ▼
Funds To	Unit User ID [ ]	Description	(Select One) ▼
Transfer Amount	$ 0.00		
Detailed Comments	[ ]		
			Save

Complete this section to send funds to another Ontario Council Unit or to reallocate funds within your own Unit.

Step 1: Select the Type:

i.   **Shared Revenue**: Use this to distribute revenue to another Unit or to reallocate your revenue from one category to another category within your own Unit.

   Example – misallocated funds to Fall Cookies and they should have been Spring Cookies
   Example – a girl member changed units and the unit she was in transfers over her dues and/membership portion to her new unit

ii. **Shared Expense**: Use this to reimburse another Unit for an expense that has already been paid or to reallocate your expense from one category to another category within your own Unit.

   Example – sharing of a Guide Store Order – the unit that did not pay for the order, sends the paying unit their cost of what they ordered
   Example – one unit purchases cookies from a unit that has extra cases of cookies to sell. The unit selling the cookies transfers **the cost** of the cookies from their cookie expense to the other unit's cookie expense. See **Quick Tip** 17 – Making a Unit-to-Unit Transfer for Cookies

Example – shared Camp/Sleepover Transfers see **Quick Tip**

    iii.   **Other**: Use this for situations not covered by **Shared Revenue** or **Shared Expenses**.

Step 2: Input the Unit User ID for the unit you are transferring money to. **<u>Do not</u>** input their unit iMIS number.

<p style="text-align:center; color:red;">**Make sure the correct Unit's Name shows up under the Unit User ID.**</p>

Funds To	Unit User ID 000001
	5th Leamington Brownie Unit (closed)

Step 3: Choose the Description from the drop-down menu for **Funds From** and **Funds To**.

Step 4: Input the Transfer Amount $.

Step 5: Input detailed comments – make sure to be specific as you can in the comments. The more information you provide, the faster it will be verified.

Step 6: Click **Save**. The form will disappear and the "Transfer Request has been submitted" message will appear. If you would like a copy of the request, you should to print the page <u>before</u> you press the Save button.
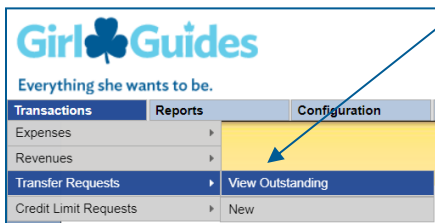
Girl Guides
Everything she wants to be.

Transactions	Reports	Configuration
Expenses	▶	
Revenues	▶	
Transfer Requests	▶	View Outstanding
Credit Limit Requests	▶	New

Waiting transfers can be seen under **Transactions** then select **Transfer Requests** and click **View Outstanding**. When processed, they will show up in your unit account (either under Expenses or Revenues).

You do not need to send a copy of to your Unit Banking Clerk. However, if you are sending funds to another unit – you should let them know that you have submitted it.

DOUBLE CHECK   When you select **Shared Expense**, you are reimbursing the other Unit for an expense that has been incurred. As a result, the other Unit will see the transaction as a <u>negative expense</u>. This is a reduction in the cost of the original expense. If the other Unit hasn't paid for the expense yet, select **Other** instead. You can then choose the expense category for your Unit and the revenue category for the other Unit.

Unit To Province Transfer

Complete this section to send funds to Ontario Council.

Transfer Type (Select only one)	○ Unit to Unit ● Unit to Province
Unit - to - Girl Guides of Canada, Ontario Council	
Type	○ CWFF ○ Twinning ● Other Payment
Funds From	Unit User ID <u>002257</u> Description (Select One) ▼
Transfer Amount	$ 0.00
Detailed Comments	
	Save

Step 1: Select the Type:

i.   **CWFF**: Use this to donate money your unit has collected and deposited to the Canadian World Friendship Fund (CWFF).
ii.   **Twinning** – do not use, not applicable
iii.   **Other Payment**: Use this for situations not covered by CWFF, make sure to be specific about which Ontario Council account you are sending money to (if you have the account number, you can include it in the comments). Examples include **NSF charges, Girl Membership subsidy fund,** etc.

Step 2: Choose the Description from the drop-down menu for **Funds From**.

Step 4: Input the Transfer Amount $.

Step 5: Input detailed comments – make sure to be specific as you can in the comments, especially if you have chosen **Other Payment**.

Step 6: Click **Save**. The form will disappear and the "Transfer Request has been submitted" message will appear. Waiting transfers can be seen under **Transactions** then select **Transfer Requests** and click **View Outstanding**. When processed, they will show up in your unit account (under Expenses or Revenues).

To **cancel** the request before saving, click on the **Trefoil Logo** to be directed back to the Main Screen.

Delete – A transfer request can be deleted if it is still outstanding and not verified by Province, To delete a transfer request go to **Transactions** then select **Transfer Requests** and click **View Outstanding**. Click on the transfer ID number and click on **Edit**. A delete button will appear that you can click on to delete the request.

For more information on transfers click here: Transfers

Quick Tip 9 - Running a Balance Report

This reference will show you how to run a balance report to view your Unit account balance. For additional information about the Unit Balance Report, refer to *Quick Tip 10 – Understanding the Balance Report.*

Step 1: Hover your cursor over **Reports** and click on **Balance**.
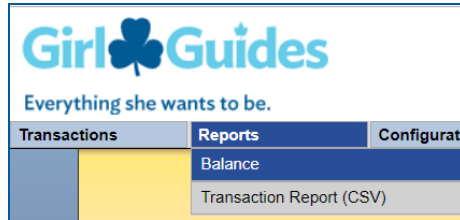
Step 2: The default date **Start date is 09/01/20XX but you may choose a different start date.** The start date cannot be the same as the end date. To get an up-to-date report that captures all revenues and expenses, leave the **End date** as the current date.

Step 3: Click the **Submit** button to view the report below the calendars or click the **Print Version** button to open up a printer-friendly version of the report.

> ***TIP*:** If you click **Print Version** but your report does not appear, check your internet browser to ensure that you have allowed pop-up windows or tabs. After you have allowed pop-ups, you will need to click on **Print Version** again.

Step 4: Your report will look something like this:

Balance Report

Date   **Sep 1, 2018 to Sep 11, 2018**
Guide   **002257**

STATEMENT OF REVENUES AND EXPENSES			
DATE	Sep 1, 2018 to Sep 11, 2018		
	USERS 002257 (139th Toronto Brownie Unit)		
	Revenue		**Expenses**
Campership Subsidies	0.00	Awards and Badges	0.00
CWFF Collected	0.00	Cash Advance	0.00
Donations	0.00	Craft Supplies	0.00
Dues	50.00	CWFF -Transfer to Province	0.00
Equipment Revenue	0.00	Equipment Purchases	0.00
Fall (Mint) Cookies	0.00	Fall (Mint) Cookie Payments	0.00

Quick Tip 10 - Understanding the Balance Report

This reference will show you how to read the balance report. It will also explain how to determine your available purchase card credit balance using the balance report.

Balance Report

Date   **Sep 1, 2018 to Sep 13, 2018**
Guide   **002436**

STATEMENT OF REVENUES AND EXPENSES

DATE ⒶSep 1, 2018 to Sep 13, 2018
USERS 002436 (6th Bowmanville Brownie Unit)

Ⓑ Revenue		Ⓒ Expenses	
Campership Subsidies	0.00	Awards and Badges	0.00
CWFF Collected	0.00	Cash Advance	0.00
Donations	0.00	Craft Supplies	0.00
Dues	0.00	CWFF -Transfer to Province	0.00
Equipment Revenue	0.00	Equipment Purchases	0.00
Fall (Mint) Cookies	0.00	Fall (Mint) Cookie Payments	0.00
Fundraising - Approved	0.00	Fundraising - Approved	0.00
International Trip Revenue	0.00	GGC Property Rental	0.00
Membership Fees Collected	0.00	Gifts	0.00
Other Revenue (incl. Previous Guiding Year Spring Cookies)	0.00	International Trip Purchases	0.00
Parent Orders Revenue (Guide Store)	0.00	ITC -Taxable Activity - Overnight + Day 15yrs+	0.00
Special Events (Calendar + Day Camp <15yrs)	0.00	LEAP Payments	0.00
Spring (Sandwich) Cookies	0.00	Membership Fees Forwarded	0.00
Taxable Activity (extract HST) - Overnight + Day 15yrs+	0.00	Other Administrative	0.00
Taxable Activity (GST) - QC/NU	0.00	Parent Orders Purchases (Guide Store)	0.00
Training	0.00	Postage/Courier	0.00
Z-OC Clearing Account	0.00	Printing, Office Supplies and NSF Fee	0.00
		Program (Non-craft Supplies)	0.00
		Public Relations	0.00
		Special Events (Calendar + Day Camp <15yrs)	0.00
		Spring (Sandwich) Cookie Payments	0.00
		Training	0.00
		Travel (Mileage) Non-trip Related	0.00
		Z-OC Clearing Account	0.00
Ⓓ HST Collected	0.00	Ⓓ HST Rebate	0.00
Ⓔ Waiting (Not Allocated)	76.00	Ⓔ Waiting (Not Allocated)	13.56
Total	76.00	Total	13.56

A. Report Period: Date range that you selected on the calendars. Use the current date as the **End Date** to capture all transactions. **Users**: the user ID and name of the unit

B. Revenue Categories: The categories that you select when allocating revenue distributions

C. Expense Categories: The categories that you select when allocating expense distributions

D. HST Collected and HST Rebate: The amounts of HST Collected and HST Rebate for the current month (at the beginning of each month this amount returns to 0). For more information please read **HST for Ontario and Nunavut Units**, **Quick Tip 24 - HST** and **Quick Tip 22 - Transaction Report**

E. Waiting (Not Allocated): The total amount of revenues and expenses that are not **Verified, Provincial** status. To clear these boxes, allocate **ALL** transactions and submit **ALL** receipts and deposit slips to your Unit Banking Clerk

Statement of Funds:
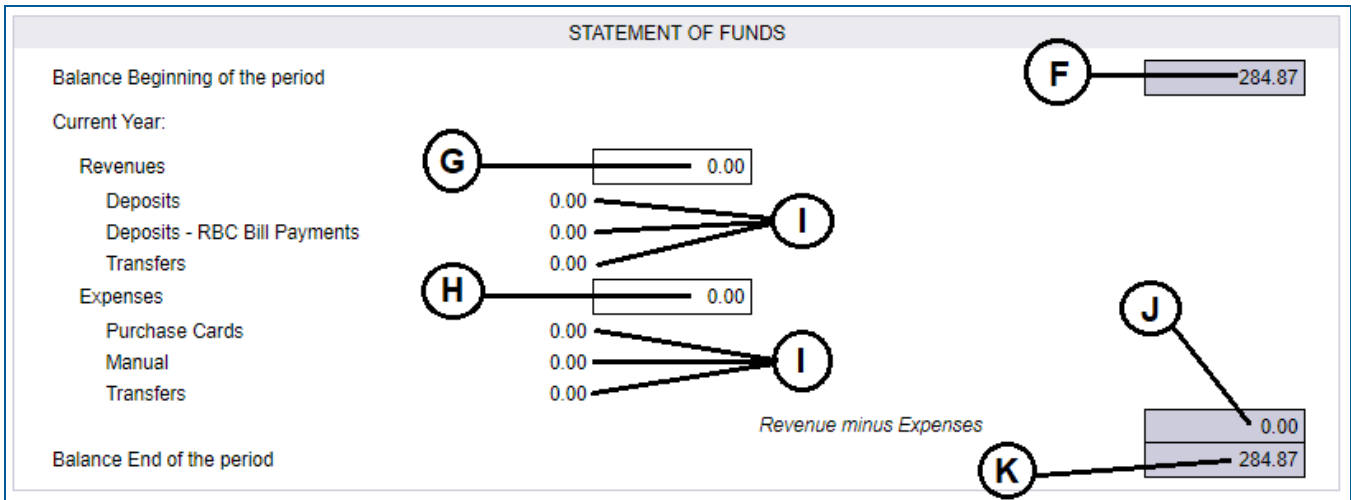
F. **Balance Beginning of the Period**: The account balance prior to the Report Period

G. **Total Revenues**: Total revenues collected during the Report Period

H. **Total Expenses**: Total expenses incurred during the Report Period

I. **Breakdown**: Breakdown of the revenues and expenses by each type during the Report Period. Revenue: Deposits, RBC Bill Payments and Transfers. Expenses: Purchase Cards, Manual and Transfers.

J. **Revenues minus Expenses**: Net change to the account during the Report Period (=G-H)

K. **Balance End of the Period**: Unit account balance as of the **End Date** of the Report Period. When you use the current day as your end date, **this is your Unit's Current Balance** or **(Deficit).**

How to determine your Purchase Card Credit Balance using your Balance Report

Step 1: Run a new balance report using the 27th of the month as the **Start Date** and the current date as the **End Date**. For example, if it is January 19th then your **Start Date** is 12/27/20XX and **End Date** is 01/19/20XX.

Step 2: On your Balance Report, look at the Statement of Funds section (bottom half of the report) and read the number beside **Expenses - Purchase Cards** (**I**).

Step 3: Subtract this number (**Expenses - Purchase Cards** (**I**)) from your Credit Limit to determine your available credit balance. This will only capture purchase card expenses that have appeared in your account. *When determining your available credit balance, also take into account the purchase card transactions that have not appeared in your account.*

For more information click on these: Balance Report or Credit Limit or Quick Tip 22 - Transaction Report

Quick Tip 11 – Preparing a Unit Budget

This reference will explain the steps involved in planning and preparing a Unit budget.

A Unit budget is an important tool to help the Unit plan for the upcoming Guiding year. By creating a budget, the Unit can look at the costs involved with running a Unit and how much money is needed to cover the costs. The Unit Treasurer should work on the Unit budget with the other Guiders and the girls.

Step 4: Brainstorm about the upcoming year's activities and other spending.
Some of the questions to think about are:
- o Will the Unit do any camping? If so, how many times?
- o Will the Unit participate in Ontario Council events or other special events?
- o Will the Unit go on any outings (e.g. visits to the art gallery, farm, fire hall)?
- o Will the Unit require any new equipment (e.g. tents) this year?
- o Will the Unit order any program badges?
- o Will the Unit have administrative costs (e.g. supplies, printing/photocopying, postage & shipping, etc.)?

Step 5: Consider the costs (*Expenses*) associated with the activities listed in **Step 1**.
How can the costs be determined?
- o Review the cost of running a similar activity in the previous Guiding year.
- o Consult with Guiders in other Units and your Administrative Community Leader.
- o Visit the Ontario Girl Guides website for information on the following:
  - ▪ Property Booking & Outdoor Experience
  - ▪ Event Listing & Registration
  - ▪ National Girl Guide Store
  - ▪ Ontario Crests, Pins, Name Tags
  - ▪ Guiding Heritage (Archives)

Step 6: Determine where the money (*Revenue)* will come from. Some revenue will be collected for specific events (i.e. camp fees collected for a specific camp), whereas other revenue will be collected for general use (i.e. membership fee collected can be used for purchasing crests).

Examples of where revenue may come from:
- o Balance of funds from the previous Guiding year (or start-up funds for new and re-opening Units)
- o Unit portion of the membership fees ($24 per girl)
- o Cookies (between $11.00 and $13.75 depending on the # cases ordered, /#girls registered)
- o Event or Camp Fees collected from participants
- o Donations
- o Weekly Dues
- o Approved fundraisers (other than Spring and Fall Cookie Campaigns) and grants

TIP: You may decide to work backwards from **Step 3**. In other words, determine how much revenue the Unit will have and then decide how to spend it.

Step 7: Prepare the Annual Unit Budget Calculator (Note: You will need *Microsoft Excel*). The revenues should be greater than or equal to the expenses. The Unit should never been in deficit (i.e. expense is greater than revenue).

Step 8: Part way through the year, review this budget and see if the Unit is maintaining the proposed aspects of their initial plan. If there are additional activities that the Unit plans to participate in, the budget may need to be revised. It may be necessary to increase revenue or decrease expenses in order to pay for the new activities.

Quick Tip 12 - Submitting a Credit Limit Request

This reference will show you how to submit a *Credit Limit Request* to increase the credit limit on your Unit purchase card.

> **IMPORTANT TO REMEMBER:** The billing cycle runs from the 28th of the month to the 27th of the next month. Purchase card charges are only cleared off the card **once per month** on the 28th. Any purchases made between the 28th of the month and the current date will reduce the available credit balance on your card.

Before you input a credit limit increase request, make sure you know the purchase card holder's information. You enter one request for each purchase card holder (you cannot enter two purchase card holders on one limit request).
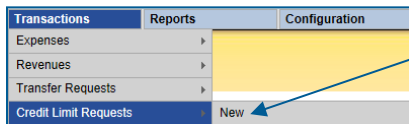
Step 1: To open the form, hover your cursor over **Transactions** and then over **Credit Limit Requests** and click **New**.

Step 2: Input the Cardholder's information: name on the Unit's Purchase Card, the last 4-digits, email address and phone number. After your request is processed, the confirmation will be sent to the email address provided.

Step 3: Input the request details: Select whether the request is **permanent*** or **temporary** and complete the remaining fields.

A. The **Current Credit Limit** is the limit that is set on your purchase card. For Units with one cardholder, the current limit is **$300**. For units with two cardholders, the limit is split **$150** each. If you have a permanent guiding year limit, you enter it here.

B. The **New Credit Limit Requested** is the new limit that you require. If you have enough funds in the unit account, we recommend to round up your limit increase; in case purchases are more than you budgeted.

C. Enter the reason for increasing the limit, be specific. You can enter the amount you have budgeted (example: going to camp and need to buy food and supplies, budgeted at $475).

> **DOUBLE CHECK** If you already have charges on your card for the current billing cycle, you will need to add this amount to your **New Credit Limit Requested** amount. For example: you already have $175 charged on the purchase card and your next purcahse will be $800. You should input a $1,000 ($175 + $800 + extra) as the **New Credit Limit Requested**.

D. Select the Dates: The **Start and End Date** is the time you need the request to take effect. The **End Date** should always be on the 28th day of the month.

Tip: If you would like a copy of the request, you will need to print the page **before** you press the Save button.

E. Submit the request: Click the **Save** button. The form will disappear and the "Credit Limit Increase Request has been submitted" message will appear.

To **cancel** the request before saving, click on the **Logo** in the top left corner to be directed back to the Main Screen.

*A permanent limit is valid until the end of the current Guiding Year and will be cancelled if your unit's balance is not maintained.

Quick Tip 13 – Requesting a Cash Advance

This reference will explain the steps involved in requesting and tracking a cash advance.
There are two types of Cash Advances: **(1) Ongoing Cash Advance** and **(2) One-time Event Cash Advance**.

Ongoing Advance: Requested by the Treasurer to purchase small items when the purchase card cannot be used (e.g. at the dollar store) or to reimburse other Guiders in the unit for small dollar amounts of out-of-pocket expenses, a unit's **"petty cash"**. An ongoing advance is $50.00.

Step 1. Create a Manual Expense for $50; use the "Cash Advance" allocation and input Cash Advance for the Merchant and select the current date for the receipt date. Input the Guider's information in the Payee Address and Comments section as well as their name in the Cheque Payable section.

Step 2. Since you don't have a receipt/invoice yet, notify your Unit Banking Clerk by email that you have created the Manual Expense (specify the Transaction ID number). **You must complete this step in order to receive the Cash Advance.**

Step 3. The Guider will receive the money by cheque or Direct Deposit once it has been verified by your Unit Banking Clerk. If a cheque is received, the Treasurer should deposit the $50 cheque in her personal account and <u>withdraw the amount in cash</u>. If Direct Deposit is received, the Treasurer needs to <u>withdraw the amount in cash</u> from their account.

User	002257
Community / Camp / Special	901017 (Bypassed)
Type	Expense - Manually Entered
Level	Guider
Status	Verified
Before Tax Amount	50.00
Tax Amount	0.00
Distribution	Description: Cash Advance — Before Tax Amount: 50.00
Merchant	Cash Advance ☐ Guide Store
Date	09/20/2018
Receipt Date	09/20/2018
Payee Address and Comments	Treasurer Anne Sample 123 Everywhere St Somewhere ON N0H 1H0
Cheque Payable to	Anne Sample
HST	
GST	

Step 4. The cash should be kept safe and put in a jar/box or an envelope.

Step 5. Every time an expense is reimbursed using the cash advance money, the purchase must be recorded in the Cash Advance Calculator and the receipt(s) should each be initialed, dated and advance transaction ID numbered. Keep <u>all</u> receipts in the jar/envelope. All receipt amounts plus leftover cash should total $50 at all times.

Step 6. When you have less than $10 cash left, you can submit another manual expense request to top-up the cash advance amount to $50. You cannot have more than $50 at any given time. For example, if you have $7.50 left in the Cash Advance jar, please submit all the receipts totaling $42.50, along with the Cash Advance Calculator. Enter a manual expense for $42.50. Or you can deposit the leftover money in your Unit's Account and submit a new Advance for $50.

Step 7. **At the end of the Guiding year**, any open cash advances need to have all leftover money deposited into the Unit Account and submit the completed Cash Advance Calculator along with the receipts to your Unit Banking Clerk.

You will need *Microsoft Excel* in order to use the Cash Advance Calculator. Every time you use your cash advance money or reimburse someone for a unit purchase, you need the original receipt and you need to enter it on the *Calculator*. This is to help you keep track of how much money you have left.
You need to mail/scan your Cash Advance Calculator and receipts to your Unit Banking Clerk.

One-time Event Advance: Used to pay for an event where the cost is not certain until the date of the event or in situations where only cash is accepted. The amount would be the estimated cost.

Step 1. Create a Manual Expense; input the amount, select the "Cash Advance" description, type in Advance for Merchant and type in the Guider's Name in the Cheque Payable to section.

Step 2. Since you don't have a receipt/invoice yet, notify your Unit Banking Clerk by email that you have created the Manual Expense, include the Transaction ID and the explanation for the reason of the advance. **You must complete this step in order to receive the Cash Advance.**

Step 3. The Guider will receive the money by cheque or Direct Deposit once it has been verified by your Unit Banking Clerk. If a cheque is received, the Guider should deposit the cheque in her personal account.

Step 4. The Guider can then withdraw the amount in cash to pay for the event and **obtain a receipt from the merchant or service provider**.

User	002257
Community / Camp / Special	901017 (Bypassed)
Type	Expense - Manually Entered
Level	Guider
Status	Verified
Before Tax Amount	150.00
Tax Amount	0.00

Distribution	Description	Before Tax Amount
	Cash Advance ▼	150.00

Merchant	Cash Advance ☐ Guide Store
Date	09/20/2018
Receipt Date	09/20/2018
Payee Address and Comments	For our Bowling Party at Gerry's Bowl because they do not take purchase cards and they do not invoice before the event. Treasurer Ann Sample 123 Anywhere Rd, Somewhere ON P9G 4K7
Cheque Payable to	Ann Sample
HST	
GST	

Step 5. Deposit any leftover cash advance back into the Unit's Account.

Step 6. **At the end of the event**, submit the completed Cash Advance Calculator along with the receipts to your Unit Banking Clerk. The receipt amount(s) plus the leftover cash must total the original amount requested on the advance.

For more information: Advance/Petty Cash

Quick Tip 14 - Common Errors Explained

This reference will explain the common Unit Banking error messages.

1. **Invalid User ID or password, please try again.**
   You have inputted the wrong User ID or Password. You have two more attempts before your account is locked.
   Your iMIS number is **not** your Banking **User ID**.
   The **Password** is case-sensitive. You must input the password exactly as it was provided to you with no spaces.

2. **Account has been locked due to three unsuccessful login attempts. Your password will be reset and e-mailed to you.**
   The Unit Banking Department will unlock and reset the password during business hours. If your account is locked during business hours, it will be unlocked the same day. If your account is locked after business hours or on the weekend, it will be unlocked the following business day.

   If the Treasurer does not receive the new login, please e-mail purchasecard.admin@guidesontario.org.

3. **Please make corrections and resubmit the form.**
   There is an error somewhere on the form. You will see the reason in red text below the problem.

4. **Must total to the Tax Amount.**
   The GST or HST amounts (input at the bottom of the form) do not add up to the total **Tax Amount** (input at the top of the form).
   If it does not, you will need to edit the amounts so that they do equal.

5. **Invalid distribution.**
   The sum of the distribution amounts do not add up to the **Before Taxes Amount.**
   To fix it, change the amounts in the Distribution to add up to the **Before Taxes Amount**.

6. **You are not logged in, or session expired.**
   For security purposes, your account will automatically log out when it is left idle for a certain period of time. To return to the Login Screen, click on the Logo in the top left corner.

Please contact your **Unit Banking Clerk**, if you continue to have problems.

Quick Tip 15 - Revising or Deleting a Transaction

This reference will show you how to revise and re-submit or delete a transaction.

To revise or re-submit the transaction

Click on the blue underlined **Unverified Expenses** (or **Revenues** on the revenue side) to view the list of unverified transactions that require correction and re-submission.

A. Click the **Transaction ID** to open up a detailed view of the transaction on the bottom half of the screen.
B. Hold your cursor over the word **Unverified** to see the reason your transaction was unverified.

C. Edit and make corrections and then click the **Thumbs-Up** icon to re-submit the transaction.
D. **Notify your Unit Banking Clerk after you have re-submitted the transaction.**

To delete a manual expense

IMPORTANT TO REMEMBER: You can only delete <u>Manual Expenses</u>. If you delete and input a new Manual Expense after you have already sent the receipt(s) to your Unit Banking Clerk, you will need to notify your Unit Banking Clerk about the new transaction and its Transaction ID number.

Click on the blue underlined **Total Expenses** to view the list of total transactions.

A. Click on the **Transaction ID** of the manual expense to be deleted. This will open up a detailed view of the transaction on the bottom half of the screen.
B. Click on the **Edit** button and the **Delete** button will appear. Click on the **Delete** button to remove the transaction from your account.

Quick Tip 16 - Multi-Unit Event Transfers

This reference will show you how to move funds between units, when participating in a Multi-Unit Event.
NOTE: For multi-Unit events with more than 100 participants (or other criteria); contact the Events Department at event.registration@guidesontario.org for administrative support.

Scenario One: A single day event with majority of participants under 15 years old.

Step 1:   Each unit collects from parents, depositing it into their unit banking account.

Step 2:   Collected funds are allocated to "Special Events".

Step 3:   Once all the funds are collected the Treasurer of the unit collecting the funds will create a unit-to- unit transfer to the unit organizing/paying for the event.

Transactions	Reports	Configuration
Expenses	▶	
Revenues	▶	
Transfer Requests	▶	View Outstanding
Credit Limit Requests	▶	New

Step 4: To open the form, hover your cursor over **Transactions** and then over **Transfer Requests** and click **New**.

Step 5: Select the Transfer Type: **Unit to Unit**

Transfer Type (Select only one)	● Unit to Unit ○ Unit to Province

Step 6:   Select **Shared Revenue**, and **Description** "Revenue – Special Events (Calendar + Day Camp <15yrs)" for both; Funds From and Funds To.
Include a detailed comment.

Unit - to - Unit	
Type	● Shared Revenue ○ Shared Expense ○ Other
Funds From	Unit User ID 002257 Description Revenue - Special Events (Calendar + Day ▼
Funds To	Unit User ID 003653 Description Revenue - Special Events (Calendar + Day ▼ 171st Toronto Brownie Unit
Transfer Amount	$ 150.00
Detailed Comments	15 Brownies for our Girl First Launch Party on Sept 29
	Save

Step 7:   If there are funds remaining after the event, the Receiving Treasurer can redistribute the funds back to the other units.
Example:

Unit - to - Unit	
Type	● Shared Revenue ○ Shared Expense ○ Other
Funds From	Unit User ID 003653 Description Revenue - Special Events (Calendar + Day ▼
Funds To	Unit User ID 002257 Description Revenue - Special Events (Calendar + Day ▼ 139th Toronto Brownie Unit
Transfer Amount	$ 30.00
Detailed Comments	The Girls First Launch Party ended up being $8 per Brownie instead of $10 - giving the remaining funds back
	Save

Scenario Two: Taxable Activities – Overnight Activities (or day activities with the majority of the participants 15 years and older) – ITC

Step 1: Each unit collects from parents, depositing it into their unit banking account.

Step 2: Collected funds are allocated to "Taxable Revenue" and select the **Extract HST box**. The taxes will be remitted to the government and the net amount will remain in the account.

	Description	Total	Tax	Net	Extract HST
Distribution	Taxable Activity (extract HST) - Overnight + Day 15yrs+ ⌄	60.00	6.90	53.10	☑

Step 3: Create a Unit-to-Unit transfer.

Step 4: Select **Shared Revenue**, and use the **Description** "Revenue – Taxable Activity (extract HST) – Overnight + Day 15yrs+"

Unit - to - Unit		Revenue - Taxable Activity (extract HST) - Overnight + Day 15yrs+
Type	◉ Shared Revenue ○ Shared Expense	Revenue - Taxable Activity [Overnight activities in Ontario or day majority 15yrs+]
		Revenue - Training
Funds From	Unit User ID	Revenue - Z-OC Clearing Account
		Description (Select One) ▾
Funds To	Unit User ID	Description (Select One) ▾
Transfer Amount	$ 0.00	
Detailed Comments		
		Save

Step 5: **Transfer the Net Amount** of the deposits (less the taxes collected). To find the Net amount run a transaction report and sum the amounts in the appropriate Taxable activity extract HST) column or take the gross amount and divide by 1.13.

Unit - to - Unit		
Type	◉ Shared Revenue ○ Shared Expense ○ Other	
Funds From	Unit User ID 002257	Description Revenue - Taxable Activity (extract HST) - ▾
Funds To	Unit User ID 003653 171st Toronto Brownie Unit	Description Revenue - Taxable Activity (extract HST) - ▾
Transfer Amount	$ 531.00	
Detailed Comments	10 girls at 53.10 (net taxes) for Camp with the Brownies	
		Save

Quick Tip 17 – Making a Unit-to-Unit Transfer for Cookies

This reference will show you how to transfer funds for cookies to another unit.

When exchanging cookies between units, please fill out the Unit to Unit Cookie Exchange form, to ensure both Guiders have agreed on the number of cases and the anticipated amount to be transferred. **The unit who received the case of cookies is the one to initiate the transfer.**

- **The transfer cost per case is based on cost charged to the unit giving the cookies.**
- **The unit receiving the cookies does the monetary transfer in Unit Banking**
- **Do the transfer AFTER the provincial invoice has been sent**

The cost of cookies is dependent on the average number of cases sold per girl registered in the unit on the invoicing date. **The cost is tiered as follows:**

Fall 2018 Campaign:		Spring 2019 Campaign:		Units with Standardized Rates for all Cases:	
Cases Per Girl	*Unit Cost per Case*	*Cases Per Girl*	*Unit Cost per Case*	*Cases Per Girl*	*Unit Cost per Case*
< 0 – 1.99 cases	$49.00	< 0 – 1.99 cases	$49.00	Trefoil Guilds	$49.00
2 – 2.99 cases	$48.50	2 – 2.99 cases	$48.00	Trip Units (who have received approval or have initiated paperwork as of June 30, 2018)	$46.25
3 – 3.99 cases	$47.75	3 – 3.99 cases	$47.75	LEAP Patrols	$46.25
4 – 4.99 cases	$47.25	4 – 4.99 cases	$47.25		
5+ cases	$46.75	5+ cases	$46.75		

All Treasurers and Cookie Orderers will receive the invoice approximately 2 weeks prior to the payment date – please do not transfer before confirming the cost per case from the giving unit.

To request a transfer, please follow the steps below:

Step 1: Confirm with the Treasurer (or the guider your received cookies from) of the banking number of the unit and the cost per case they were invoiced.
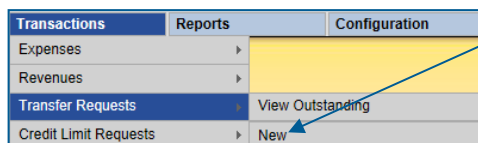
Step 2: To open the form, hover your cursor over **Transactions** and then over **Transfer Requests** and click **New**.

Step 3: Select the Transfer Type "**Unit to Unit**" to send funds to another Unit.

Step 4: Completing the Transfer Request:

A. Choose **Type**:
   "Shared Expense"

B. **Funds From:** Select either "Expense - Fall (Mint) Cookie Payments or Expense - Spring (Sandwich) Cookie Payments" depending on which campaign it is.

C. Input the six-digit **Unit Banking User ID**. **Do not** input their Unit iMIS number.
   Make sure the correct Unit's Name shows up under the Unit User ID.

D. **Funds To:** Select either "Expense - Fall (Mint) Cookie Payments or Expense – Spring (Sandwich) Cookie Payments" depending on which campaign it is. Should be the same allocation as **Funds From** (**B**).

E. Enter the **Transfer Amount**: **(cost of the case) x # of cases** (confirmed by email from "giving" unit).

F. Input specific comments regarding the cookie transfer.

G. Click on **Save**.

> Please note that the amounts will reflect on your balance report only once the transfer shows "**Verified, Provincial**" status. Cookie money is usually transferred as an '**Expense**'. If you are waiting for money to be transferred for cookies purchased from another unit, it will show up as a '**Negative Expense**'. Negative expenses are treated as a refund and therefore, would lower your expense (money coming into the unit).

For mint cookies: Expense – **Fall (Mint) Cookie Payments (at the rate confirmed by the treasurer of the giving unit)**
For classic cookies: Expense – **Spring (Sandwich) Cookie Payments (at the rate confirmed by the treasurer of the giving unit)**

Example:

Effect on your unit: The Fall (Mint) Cookie Payments (exp) will be increased by $49.00 therefore would show up as a positive expense (which is money leaving the unit)

Effect on other unit: The Fall (Mint) Cookie Payments (exp) will be decreased by $49.00 therefore would show up as a negative expense (which is money coming into the unit)

Quick Tip 18 – Requesting Funds in a Foreign Currency

For Independent Trip Units travelling outside of Canada:

Visa payments (for booking in advance or while travelling):
- Most countries do accept VISA. Use your Trip Purchase Card to pay in a foreign currency. Make sure you have enough credit limit available (total in foreign currency x CAD exchange rate plus a little bit extra in case of other costs). If you have any problems, please contact our Purchase Card Administrator – the credit card company needs to be alerted in advance that the card is being used for international purchases.

Paying invoices in foreign currency by wire transfer:

If you need to pay an invoice from another country in their currency and they will not accept the trip purchase card, you can request payment by wire transfer. There is a $25 bank service fee as well as the foreign exchange costs. The wire transfer payment request must be submitted at least 5 business days before the due date with the invoice or the wire payment can be set up in advance and paid on a due date.

For Wire Transfers, we need the following information from the Company:
- Recipient/Beneficiary: Name and Address
- Recipient/Beneficiary Banking Information: **Bank Name, Bank Address, ABA Routing #, IBAN #, Swift #, BIC # (this information will be provided by the Company)**
  Please make sure the Company provides their bank address

1. Log into Centralized Banking and complete a Manual Expense Request.
2. Make sure the total amount is the amount you need **in the foreign currency** (ex. You need 8137.50 CHF so you put in $8137.50 as the amount)
3. State the type of foreign currency clearly in the comments (ex. Swiss Francs CHF)
4. Submit the invoice and company's banking information to your Trip Administrator

Example:

Fees – there will be two transfer expenses in your trip account once the wire transfer has been processed:
$25 Bank Service Fee & the Exchange Cost (total CAD dollar cost of wire payment less amount originally inputted on Manual Expense)

				Close
ID	662172 🖨			
User ID	00			
Community/Camp/ Special	901051			
Type	Expense - Manual		Guide Store: No	
Level	Provincial			
Status	Verified			
Before Taxes Amount	8137.50			
Tax Amount	0.00			
After Taxes Amount	8137.50			
Distribution	Description	Amount	GST	HST
	Independent Trip Expenses	8137.50	0.00	0.00
Merchant	Our Chalet			
Date	7/10/2013			
Receipt Date	7/10/2013			
Comments & Cheque Mailing Address	Payable in Swiss Francs (CHF) to: Our Chalet Hohliebeweg1, CH 3715 Adelboden, Switzerland			
Cheque Payable to	Our Chalet			
HST	0.00			
GST	0.00			

Quick Tip 19 - Allocating a Bill Payment

This reference will show you how to allocate Revenue – Royal Bank Bill Payment in your Unit Banking Account.

IMPORTANT TO REMEMBER: **Bill Payment Deposits will appear in the account within 2-3 business days. Unlike a deposit, a Bill Payment transaction does not require backup to be mailed to your Unit Banking Clerk.**

Revenues

You have 3 Waiting Revenues.
You have 1 Unverified Revenues.
You have 7 total Revenues.
You have 0 Transfers.

Step 6: Click on the blue underlined **Waiting Revenues** to view the list of revenues that require your allocation.

Step 7: Click on the underlined **Transaction ID** number to open up a detailed view of the transaction.

| 639313 | 001234 | 1st Sample Guide Unit | Revenue - Royal Bank Bill Payment | 901023 | Waiting, Guider | 305.00 | 5/17/20XX |

Step 8: The detailed transaction will open up on the bottom half of the screen. Click on the **Edit** button (B) to allocate the transaction.

- The **Merchant** line contains the name of the payee {the parent, relative, guardian etc.} to whom the unit is expecting a payment from.
- The **Comments** section will contain the 20-digit account number: the unit banking ID, the girl's iMIS number and a 4-letter account code.

ID	638317	Edit Close		B
User ID	001234- 1st Sample Guides			
Community/Camp/Special	901019			
Type	Revenue - Royal Bank Bill Payment			
Level	Guider			
Status	Waiting			
Before Taxes Amount	1.00			
Tax Amount	0.00			
After Taxes Amount	1.00			
Distribution	Description Amount			
Merchant	ANN SAMPLE			
Date	5/16/2013			
Receipt Date	5/17/2013			
Comments	0012340000123456COOK			

Step 9: Allocate the revenue transaction:

		G	Close
			Save Cancel
ID	638317		
User ID	001234-1st Sample Guide Unit		
Community/Camp/Special	901019		
Type	Revenue - Royal Bank Bill Payment		
Level	Guider		
Status	Waiting		
Before Taxes Amount	1.00		
Tax Amount	0.00	C	D
Total Amount	1.00		
Distribution	Description	Total Tax Net Extract HST	
		1.00 0.00 1.00 ☐	
Merchant	ANN SAMPLE		
Date	5/16/2013	E	
Receipt Date	5/17/2013		
Comments	0012340000123456COOK Type in comments after the 20-digit account code		
		F	
			Save Cancel

C. Select the Distribution (category) from the drop-down list by clicking on the down arrow. Match the last 4-letter account code in the comments segment:

> **COOK** – **Fall (Mint) Cookies** or **Spring (Sandwich) Cookies**
>
> **CAMP** – **Taxable Activity (extract HST) - Overnight + Day 15yrs+**
> Overnight unit camp or sleepover
> > *Outdoor Experience, Overnight activities paid through the events page and day camps should be allocated to **Special Events (Calendar + Day Camp <15yrs)***
>
> **DUES** – **Dues**
>
> **EVNT** – **Special Events (Calendar + Day Camp <15yrs)**
> Day activities (examples include visit a cooking school or a show) or Events booked and paid for on the Events Calendar or Outdoor Experiences
>
> **UNFM** – **Parent Orders Revenue (Guide Store)**
> Parent/Guider payment for Uniform/Guide Store Order, if done through the unit (do not extract taxes)
>
> **TRIP** – **International Trip Revenue**
> Installment Payments for International Trips. *Interprovincial Trips should be allocated to **Taxable Activity (extract HST) - Overnight + Day 15yrs+***

D. **HST:** Click the "Extract HST" box if the allocation is **Taxable Activity (extract HST) - Overnight + Day 15yrs+**. The system will automatically calculate the HST for you and enter it in the "Tax" box. Taxable activities are all overnight activities and any day event where the majority are 15 years and older.

E. Enter additional information regarding the amount of payment. **Do not** delete the 20-digit account code.
> *If the 4 letter account code does not match the allocation, please input a give a reason in this comment section.*

F. Click **Save** to verify (or **Cancel** to redo).
G. Click the **Close** button to close the transaction and return to the Revenue screen.
You do not need to send a copy to your Unit Banking Clerk.

If you receive a Bill Payment that was not meant for your unit, please do not verify it but let your Unit Banking Clerk know.

Quick Tip 20 – Mileage as a Unit Expense

Mileage for guiders attending community events or guider/girl transportation to unit meetings is a personal expense. Personal mileage or gas purchases are **not reimbursable**.

Mileage may only be reimbursed if the cost is covered by the unit's event or camp budget.
To be reimbursed by the unit:

- A mileage log must be completed and submitted. You can find the Mileage Log under Forms on the centralized banking website: Mileage Log Excel Version/PDF
- To calculate Mileage choose one: **$0.45/km for must attend** and **$0.25/km for by choice.**

	A	B	C	D	E	F	H
1				GIRL GUIDES OF CANADA, ONTARIO COUNCIL			
2				MILEAGE LOG			
3							
4		Unit Name:		Manual Expense ID:			
5		Unit User ID:		Payee:			
6							
7				Trip		Choose one:	
8	No.	Date (DD/MM/YYYY)	Purpose	From (Input Full Address)	To (Input Full Address)	Must Attend Total (km)	By Choice Total (km)
9							
10							
11	1						
12							
13							
14	2						
15					Total Mileage (in Kilometers):	0	0
16					Rate /km: $	0.45	0.25
17					*Total Mileage Reimbursed: $	0	0
18							
19		*Mileage is reimbursed at $0.45/km for MUST ATTEND and $0.25/km for BY					
20		CHOICE ATTENDANCE					
21							
22		I certify that this mileage has been covered by the unit for a must attend or by choice event or camp.					
23							
24		Payee Printed Name: _____					
25							
26		Payee Signature: _____		Date: _____			
27							
28							
29		Unit Guider Signature: _____		Date: _____			
30		A registered Guider for the unit other than the payee signs (Payee and Unit Guider signatures **cannot** be the same)					

- The Mileage Log is for one trip there and one trip back, not multiple trips.
- Input the Full Address, with postal code in the space provided on the Log.
- Submit a manual expense for the amount and then mail or email in the completed Mileage Log to your Unit Banking Clerk.

Exception: if the unit has used a rental car for the event/camp transportation, the gas on the return trip may be reimbursed – they can be reimbursed by manual expense or use the unit's purchase card to purchase the gas.

Other than mileage to event/camp, picking up surplus cookies or transporting cookies may also be reimbursed by the unit.

Quick Tip 21 – Cookie Calculator

This reference is to help balance cookie entries in your unit account.

To help you understand how much money should be deposited and how much money will be expensed for Cookies, you can use the Cookie Calculator found under "Tools" on the Centralized Banking Webpage.

By completing all the yellow cells in the spreadsheet, the total amount that should have been deposited to your cookie revenue accounts (spring and fall) will be calculated. When you compare this to the actual amount in the revenue accounts you can identify any differences and investigate.

You will need to complete **the number of cases** of cookies you ordered, **the number of cases given to** another unit, the **number of cases received** from another unit, **the number of boxes** given as gifts and the per case cost of cookies (for the spring campaign).

FALL COOKIE 2018 CAMPAIGN	
How many cases of mint cookies did you **order**?	
What cost per case is on your invoice (Nov 12) or showing on the transfer?	
How many mint cases did you **receive** from** another unit?	
What cost per case did the other unit charge you?	
How many mint cases did you **transfer* to** another unit?	
How many mint **boxes** did you use as gifts/snacks?	
How many cases of chocolate/vanilla (surplus) 2018 cases did you pick up from the cookie receiver, in the fall?	
What cost per case is on your invoice or showing on the transfer?	
How many cases of chocolate/vanilla 2018 cases did you receive from another unit in the fall?	
What cost per case did the other unit charge you?	
How many cases of chocolate/vanilla 2018 cases did you transfer to another unit in the fall?	
What cost per case is on your invoice or showing on the transfer?	
How many cases of unsold*** chocolate/vanilla 2018 cookies did you sell from the previous guiding year?	

*when giving cookies to another unit, the unit-to-unit transfer will have to be initiated by the receiving unit for the cost per case (provide other unit with per case cost on the cookie invoice emailed approx. 1 month before cookie payment to province)

**when receiving cookies from another unit, your unit will be required to initiate a unit-to-unit transfer for the cost per case (ask other unit for per case cost which is identified on the cookie invoice email approx. 1 month before cookie payment to province)

***other revenue should only be used for unsold spring cookies sold in the following Guiding year. Be sure to include comments in the deposit

SPRING 2018 COOKIE CAMPAIGN	
How many cases of chocolate/vanilla cases did you **order**?	
What cost per case is on your invoice (May 14) or transfer?	
How many cases of chocolate/vanilla cases did you **receive from** another unit?	
What cost per case did the other unit charge you?	
How many cases of chocolate/vanilla cases did you **transfer to** another unit?	
How many cases of **unsold** cookies do you have?	
How many **boxes** did you use as gifts/snacks?	

Refer to Quick Tip Quick Tip 17 – Making a Unit-to-Unit Transfer for Cookies**.**

When you transfer cookies between units, you may wish to have one Guider from each unit sign the Unit to Unit Cookie Exchange form. If the receiving unit does not initiate the transfer prior to the Cookie Payment Date, Unit Banking, with this completed form, can do the transfer on their behalf.

What you should see on your Balance report:
Once you have completed the number of cases of cookies in each category above, the expense and revenue for fall and spring cookies will be populated into the second half of the Cookie Calculator.

Next, you should run the unit balance report and input the Fall Cookie Revenue and Spring Cookie Revenue in the bright yellow cells.

Please note all mint cookies paid for in the current guiding year should be deposited to fall cookie revenue

Fall cookie Purchases (EXP)	0
Fall Cookie Revenue	0
Actual Fall Cookie Revenue showing	
Difference	0

Explanation of the difference

Please note all chocolate/vanilla (c/v) cookies paid for in the current guiding year should be deposited to spring cookie revenue

Spring Cookie Purchases (EXP)	0
Spring Cookie Revenue	0
Actual Spring Cookie Revenue showing	
Difference	0

Explanation of the difference

Please note all cookies paid for in a previous guiding year should be deposited to Revenue-Others

| Revenue - Others	0
Actual Revenue - Others	
Difference	0

Explanation of the difference

This cookie calculator should assist in balancing the cookies on your yearend checklist. If you have identified the reason the cookies are not in balance, please attach the cookie calculator and the balance report to the yearend checklist, if it is submitted by paper.

Contact your Unit Banking Clerk, if you need assistance.

Quick Tip 22 – Transaction Report (CSV)

This report lets you download all of the unit's transactions into an Excel spreadsheet (default) or any other accounting program you might want to use and is useful to review activities through the account

To download the report:
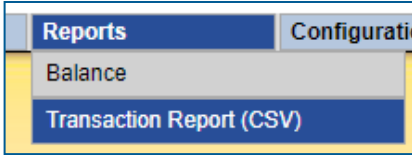
Step 1: Hover your cursor over **Reports** and then over **Transaction Report (CSV)** and click it.

Reports | **Configuratic**
Balance
Transaction Report (CSV)

Please enter the criteria below to export this data

Start Date:	09/01/2018
End Date:	
Type	

◀ Sep ▾ 2018 ▾   October 2018 ▶

Su	Mo	Tu	We	Th	Fr	Sa		Su	Mo	Tu	We	Th	Fr	Sa
						1			1	2	3	4	5	6
2	3	4	5	6	7	8		7	8	9	10	11	12	13
9	10	11	12	13	14	15		14	15	16	17	18	19	20
16	17	18	19	20	21	22		21	22	23	24	25	26	27
23	24	25	26	27	28	29		28	29	30	31			
30														

Step 2: Select the Start Date and End Date. (The Start Date will default to September 1 of the current guiding year and the End Date will default to today's date).

Step 3: Select which type of Transactions you would like to see, either **Expenses** or **Revenues**

Type	⦿ Expenses ◯ Revenues ◯ Transfers
	Export

Step 4: Click **Export**.

Please enter the criteria below to export this data

Start Date:	09/01/2018
End Date:	10/01/2018
Type	⦿ Expenses ◯ Revenues ◯ Transfers
	Export

Step 5: Click on **Open** and once you see the report go into excel and **Save As** then choose **Excel Workbook** and at the same time you can rename it.

Do you want to open or save **TransactionalData_Expenses_09032014-111800.CSV** (20.8 KB) from **ggounitbanking.guidesontario.org**?   Open | Save ▾ | Cancel ✕

The report will look something like this:

ID	UserID	UnitName	Type	Communi	Status	Amount	Date	ReceiptDa	Merchant	Comments	Payable T	HSTRebat	WaitingFc	Members	Spring (Sa	Fall (Mint	Travel (Mi T
1410361	001192	3rd Union	Expense -	901038	Provincial	69	2017-09-1		MARKHAM FA	entering crafts i		0	0				
1420444	001192	3rd Union	Expense -	901038	Provincial	-405.87	2017-09-2			9th Markham Pa		0	0				
1421648	001192	3rd Union	Expense -	901038	Provincial	700.16	2017-09-2		SP * GIRL GUII	271.84 parent or		0	0				
1427652	001192	3rd Union	Expense -	901038	Provincial	14.17	2017-10-0	2017-10-0	Walmart	123 Main St	Jane Doe	0.1	0				
1435947	001192	3rd Union	Expense -	901038	Provincial	61.6	2017-10-1	2017-10-1	GGC Store	2468 whodoewe	Sally Deer	0	0				
1438695	001192	3rd Union	Expense -	901038	Provincial	13.72	2017-10-1		WAL-MART SL	Enrolment good		0.18	0				
1440390	001192	3rd Union	Expense -	901038	Provincial	-37.75	2017-10-1		SP * GIRL GUII	returned 2 item		0	0				
1474830	001192	3rd Union	Expense -	901038	Provincial	-271.84	2017-11-1			9th Markham Pa		0	0				

- ➢ Every field in the database is included in the download but you can simplify the spreadsheet by deleting the columns for things you don't need, like your unit ID, community number etc.
- ➢ You can match the transaction ID to the payment category you used, and the comments you entered.

ID	UserID	UnitName	Type	Communi	Status	Amount	Date	ReceiptDa	Merchant	Comments	Payable T	HSTRebat	WaitingFc	M
1410361	001192	3rd Union	Expense -	901038	Provincial	69	2017-09-1:		MARKHAM FA	entering crafts i		0	0	
1420444	001192	3rd Union	Expense -	901038	Provincial	-405.87	2017-09-2:			9th Markham Pa		0	0	
1421648	001192	3rd Union	Expense -	901038	Provincial	700.16	2017-09-2:		SP * GIRL GUI	271.84 parent or		0	0	
1427652	001192	3rd Union	Expense -	901038	Provincial	14.17	2017-10-0!	2017-10-04	Walmart	123 Main St	Jane Doe	0.1	0	
1435947	001192	3rd Union	Expense -	901038	Provincial	61.6	2017-10-1:	2017-10-1:	GGC Store	2468 whodoewe	Sally Deer	0	0	
1438695	001192	3rd Union	Expense -	901038	Provincial	13.72	2017-10-1		WAL-MART S	Enrolment good		0.18	0	
1440390	001192	3rd Union	Expense -	901038	Provincial	-37.75	2017-10-1!		SP * GIRL GUI	returned 2 item		0	0	
1474830	001192	3rd Union	Expense -	901038	Provincial	-271.84	2017-11-1(			9th Markham Pa		0	0	

- ➢ You can total the entries in each individual category to see how it matches up with your Balance Report. Girl Guides of Canada,

GGC Prope	Gifts		Awards	ar Program (	Special Ev	Printing,
					69	
			55.4			
				14.07		
			61.6			

- ➢ You can see exactly **how much HST Rebate your unit has received for each transaction!**

Status	Amount	Date	ReceiptDa	Merchant	Commen	Payab	HSTRebat	WaitingFc	Gifts	Awards	Program (	Special Ev
Provincial	189.84	2017-12-0(		CROCK A DOC			15.22	0				174.62

- ➢ This is why it is so important to split out the taxes on your expense allocations. If there is no receipt to back up the taxes, this money cannot be refunded to you.

The HST that comes back to you does not show up in any box on your balance sheet, on a permanent basis.

HST Rebate	-9.20
Waiting (Not Allocated)	675.00
	-635.00

The HST Rebate box will show the amount of the HST being rebated to you during a given month.
- ➢ At the end of the month the amount will revert back to zero.

NDS	
	332.51

Revenue minus Expenses	1,434.00
	1,766.51

The cumulative total HST rebate is included in your overall ending balance.

- ➢ **The downloaded Transaction Report is the only place that you will be able to see exactly how much HST Rebate you have received during the year.**

Quick Tip 23 – Corporate Volunteer Grants

Some corporations give corporate grants to their employees/retirees for volunteering in the community for charitable or non-profit companies (some restrictions may apply). If your company has this program, you will need to verify the requirements of your company (re type of non-profit company and/or number of hours volunteering).

If you qualify, your company will have a form to complete (paper or electronic). It will include personal questions, who you are, how you volunteer with the charity, the number of hours you have volunteered this year and what you will do with the grant money etc. It will also ask some general questions about the company you volunteer with, Girl Guides. Here is some of the information that many companies with corporate volunteer grants request:

1. Charitable Organization Name:
    - Girl Guides of Canada, Ontario Council

2. Address of charitable Organization:
    - 180 Duncan Mill Rd, Ste 100, Toronto, ON, M3B 1Z6

3. Organization website
    https://www.girlguides.ca/WEB/ON/

4. Organization phone number
    - 1-877-323-4545 x2403

5. Organization contact Name:
    - Iryna Dubrovkina

6. Canada Revenue Agency Registration #:
    - 11893-8554-RR-0015

7. Purpose and Mandate of the Charity:
    - Vision: **A better world, by girls.**
    - Mission: **To be a catalyst for girls empowering girls.**

If the donation was made by cheque, please note the cheque will be made payable to the Charity (Girl Guides of Canada, Ontario Council) and mailed to the volunteer.

Upon receipt of the cheque, the volunteer should:
- Mail the cheque with a note to credit the unit (name and banking number) to Iryna Dubrovkina (Accounts Receivable Admin) at the address above
- See that the money is transferred to your unit within 7 days of receipt of the cheque at the Ontario Council office.

If your employer uses the services of Benevity, please contact your Employee Volunteer Program manager for instructions on how to make donations through Benevity.

Quick Tip 24 – HST

This reference will explain briefly how HST affects your unit, when to collect it and how it is remitted.
Please read the full document – **HST for Ontario and Nunavut Units (A Guideline for Unit Treasurers about HST)**.

How HST affects your Unit
- Canada Revenue Agency (CRA) requires us to collect HST on the total revenue we collect for taxable activities i.e. overnight activities (camp, event, trip, outing) or day activities where the majority of the participants are 15 and older). This is called **HST Collection**.
- CRA allows us to recover 100% of the HST paid on expenses for those taxable activities. This is called an **Input Tax Credit (ITC)**.
- CRA allows us to recover a portion of HST paid on most other expenses which are not related to taxable activities. This is called a **PSB (Public Service Bodies') rebate**. It is the recovery is 9.06% of the 13% paid, with the actual HST cost after recovery of rebate = 3.94%.

Unit Bank Account Allocations for Taxable Activities
You only use the following **TWO** allocations for transactions related to a taxable activity.

Revenue: Taxable Activity (extract HST) - Overnight + Day 15yrs+ **Expense:** ITC -Taxable Activity - Overnight + Day 15yrs+	✅	**This applies if you answer 'yes' to both questions:** 1. Did you collect HST with the fees? 2. Was the activity overnight **or** most participants were 15 years or older?

All other expenses (e.g. general unit supplies) should **not** be allocated to these two categories.

Taxable Fees – When to collect HST

- When you collect money ("fees") from parents/guardians specifically to pay for expenses associated with an overnight camp, event, trip or outing (or a day activity for ages 15 years and older), you are acting as a service provider (a "merchant") and you are required to collect HST from the parents/guardians (your "customers").
- You are required to collect HST even if you use the fees to pay for non-taxable expenses like basic groceries. The fees you collect from parents/guardians typically cover a variety of expenses including site rental fees, transportation, meals, craft supplies, admission tickets, etc.
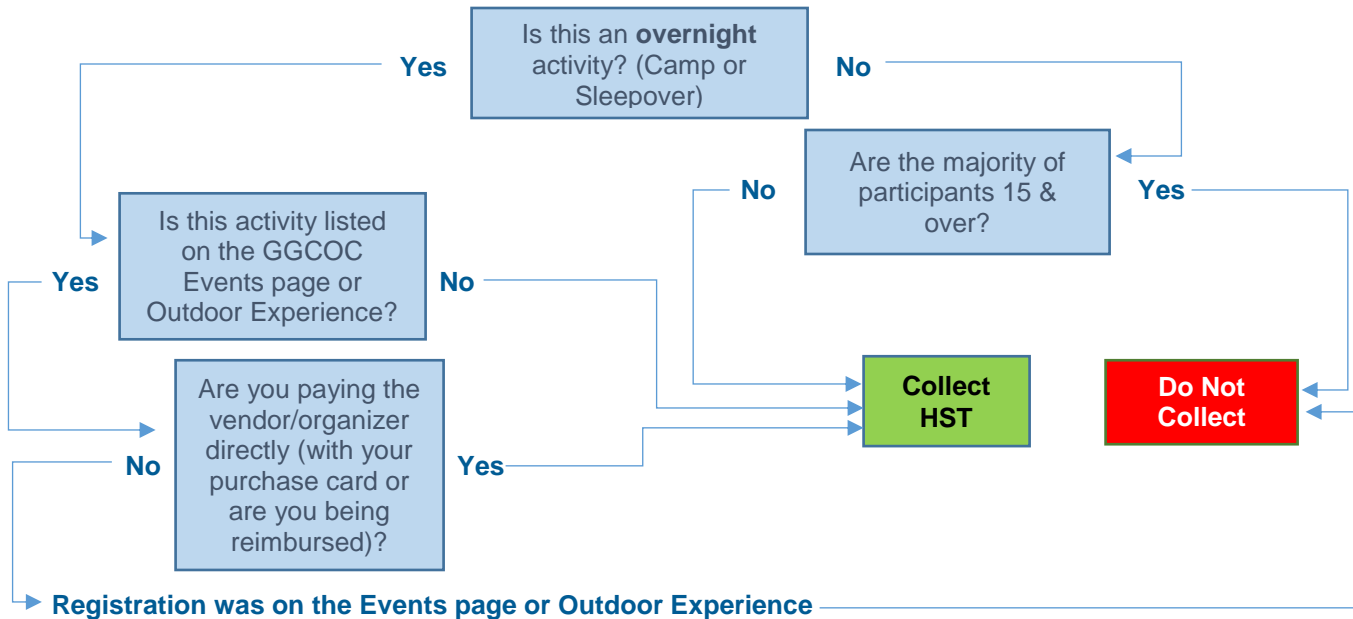
Collect HST:

Fees Collected for	Age Group	Taxable	Collect HST
Overnight activities	Any age	Yes	Yes
Day camp or events	Most participants 15 years old and older	Yes	Yes

Do not collect HST:

Fees Collected for	Age Group	Taxable	Collect HST
Day camp or events	Most participants 14 years old and under	No	No

Exception - Event Transfers: GGC Event Calendar and Outdoor Experience (Overnight Activities) – Unit collects total fees and allocates the revenues to **Special Events (Calendar + Day Camp <15yrs)** **if the unit will be expensed (transfer) directly from Province.**

When to collect HST chart:

Please note: Interprovincial trips are required to collect HST (details in the HST Guidelines page 7)

Determine the Fee Amount

- For taxable activities, the determine fee amount by adding up the **before-tax** cost of the activities' expenses and then add 13% HST on top of that amount.

Example for an overnight camp:

Taxable Activity Expenses	Before-tax amount	HST paid to merchant	After-tax amount
Tickets	$50	$6.50	$56.50
Transportation	$15	$1.95	$16.95
Groceries	$25	$0.00	$25.00
Badges/crafts	$10	$1.30	$11.30
Total Expenses	**$100**	**$9.75**	**$109.75**
Total Fee to charge Participants	Before-tax amount x 1.13 = $100 x 1.13 = **$113.00**		

You must collect HST on the entire amount ($100.00 x 13%) = $13.00 even though HST was not paid on Groceries.

How HST Collected is remitted to the CRA

Ontario Council forwards the HST collected to the CRA on your unit's behalf. There is no additional paperwork to submit for HST remittance.

➢ **Action by Treasurer**: For the fees collected that include HST, allocate the deposit to "**Taxable Activity (extract HST) - Overnight + Day 15yrs+**", click the "**Extract HST**" checkbox on the distribution line and submit your deposit slips to your Unit Banking Clerk. For additional information refer to Quick Tip 5 – Allocating a Deposit.

Click "**Extract HST**" checkbox.

> ➢ **Effect on the Unit account**: The HST will be deducted from your unit balance once the transaction is "Verified, Provincial" status. On your balance report, you will see the amount of HST collected accumulate in the HST Collected box. At the end of the month, the HST number clears to zero.
>> ➢ When you run a transaction report the net amount will be in the taxable revenue column and the amount submitted to the government will be in the HST column. Also when you look at the list of all your revenue transactions you will see the net amount and the amount in the appropriate columns.

How the ITC is claimed

Ontario Council claims the ITC from the CRA on behalf of your unit. Your expense is automatically reduced by the GST/HST amount once your expense is "Verified, Provincial" status.

> ➢ **Action by Treasurer**: In your Unit account, allocate the expenses associated with taxable activities to "**ITC -Taxable Activity - Overnight + Day 15yrs+**" and submit your receipts to your Unit Banking Clerk. For additional information refer to Quick Tip 6 – Submitting a Manual Expense or Quick Tip 7 – Allocating a Purchase Card.

>> ➢ No receipt = no ITC. Itemized receipt must clearly show HST amount.
>> ➢ Receipts must be "Verified, Provincial" status for the credit to be applied.

> ➢ **Effect on the Unit account**: Your expense will be reduced by the ITC amount once the transaction is "Verified, Provincial" status. The credit has already reduced your expense. On your balance report, you will see the credit accumulate in the HST Rebate box. This is for information purposes only. At the end of the month, this number clears to zero.
>> ➢ When you run a transaction report, the net amount will be in the ITC expense column and the amount rebated will be in the HST rebate column. Also when you look at the list of all your expense transactions you will see the net amount and the amount in the appropriate columns.

❖ **Exclusions (No ITC):**

> o Purchases from Girl Guides (e.g. Guide Store, GGC Ontario Event Registration, etc.)
> o Purchases outside Canada

How the PSB Rebate is claimed

Ontario Council claims the PSB Rebate from the CRA on behalf of your unit. Your expense is automatically reduced by the PSB Rebate once your expense is "Verified, Provincial" status.

> ➢ **Action by Treasurer**: In your Unit account, allocate the expenses to the appropriate expense categories as you would normally and submit your receipts to your Unit Banking Clerk. For additional information refer to Quick Tip 6 – Submitting a Manual Expense or Quick Tip 7 – Allocating a Purchase Card.

>> ➢ No receipt = no rebate. Itemized receipt must clearly show HST amount.
>> ➢ Receipts must be "Verified, Provincial" status for the credit to be applied.

➢ **Effect on the Unit account**: The rebate has already reduced your expense. On your balance report, you will see the rebate accumulate in the HST Rebate box. This is for information purposes only. At the end of the month, this number clears to zero.

  ➢ When you run a transaction report, the net amount will be in the allocated expense column and the amount rebated will be in the HST rebate column. Also when you look at the list of all your expense transactions you will see the net amount and the amount in the appropriate columns.

❖ **Exclusions (No PSB or partial rebate):**

  o Purchases from Girl Guides (e.g. Guide Store, GGC Ontario event registration, etc.)
  o Purchases from non-HST Provinces (rebate on GST-portion only)
  o Purchases outside Canada

How this will affect Unit Transactions:

When you sign-in to your unit bank account, you will be able to see the actual amount the unit pays for expenses (i.e. the actual cost after the rebate). This is called the **"Net Amount".**

ID	User ID	Unit Name	Type	Community	Status	Net Amount	Amount	Date
984421	001463	9th Sample Pathfinder Unit	Expense - Purchase Card	901000	Verified, Provincial	31.36	31.36	08/07/2015
951136	001463	9th Sample Pathfinder Unit	Expense - Purchase Card	901000	Verified, Provincial	29	32.13	06/05/2015
948884	001463	9th Sample Pathfinder Unit	Expense - Purchase Card	901000	Verified, Provincial	1.35	1.47	06/02/2015

  o Transaction ID 984421 is a **Guide Store Purchase** – these purchases receive no rebates, so the "Net Amount" equals the "Amount". The "After Taxes Amount" shown when you open the transaction is the actual cost to the unit.

ID	984421
User ID	001463 - 9th Markham Pathfinder Unit
Community/Camp/Special	901038
Type	Expense - Purchase Card Guide Store: Yes
Level	Provincial
Status	Verified
Before Taxes Amount	27.75
Tax Amount	3.61
After Taxes Amount	31.36 ←
Distribution	Description Amount GST HST Postage/Courier 9.00 0.00 1.17 Awards and Badges 18.75 0.00 2.44
Merchant	PAYPAL *GIRLGUIDES
Date	08/07/2015

- o Transaction ID 951136 is an **ITC Expense** – this purchase was $29 plus $3.13 in HST. The unit receives 100% of the HST in rebate. So when you open the transaction, the "Net Amount" equals the "Before-Tax Amount". The actual cost to the unit for this purchase is $29.

ID	951136	
User ID	001463 - 9th Markham Pathfinder Unit	
Community/Camp/Special	901038	
Type	Expense - Purchase Card	Guide Store: No
Level	Provincial	
Status	Verified	
Before Taxes Amount	29.00	
Tax Amount	3.13	
After Taxes Amount	32.13	
Distribution	Description	Amount GST HST
	ITC -Taxable Activity - Overnight + Day 15yrs+ 29.00 0.00 3.13	
Merchant	MICHAELS OF CANADA #34	
Date	06/05/2015	

- o Transaction ID 948884 is a **non-ITC expense** for Printing. This purchase was $1.30 plus $0.17 in HST. The unit receives a **portion** of the HST in rebate ($0.12), the PSB rebate. So, when you open the transaction, the "Net Amount" equals the "Before-Tax Amount" *plus* the portion of HST *not rebated ($0.05)* for a total of $1.35.

ID	948884	
User ID	001463 - 9th Markham Pathfinder Unit	
Community/Camp/Special	901038	
Type	Expense - Purchase Card	Guide Store: No
Level	Provincial	
Status	Verified	
Before Taxes Amount	1.30	
Tax Amount	0.17	**The HST amount is $0.17, the PSB rebate is $0.12 that means the unit is left with $0.05 of the HST.**
After Taxes Amount	1.47	
Distribution	Description	Amount GST HST
	Printing, Office Supplies and NSF fee 1.30 0.00 0.17	
Merchant	STAPLES STORE #19	
Date	06/02/2015	

Please read the full document – **HST for Ontario and Nunavut Units (A Guideline for Unit Treasurers about HST).**