

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 withdraw the amount in cash. If Direct Deposit is received, the Treasurer needs to withdraw the amount in cash from their account.

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 all 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.

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

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.

Girl Guides of Canada, Ontario Council: Requesting a Cash Advance

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.**

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.

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: Cash Advance Before Tax Amount: 150.00
Merchant	Cash Advance <input type="checkbox"/> 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	

For more information: [Advance/Petty Cash](#)