Quick Tip 16 - Multi-Unit Event Transfers

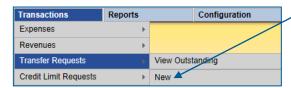
This reference will show you how to move funds between units, when participating in a Multi-Unit Event. NOTE: For multi-Unit events with more than 100 participants (or other criteria); contact the Events Department at event.registration@guidesontario.org for administrative support.

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.

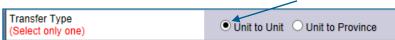
Step 2: Collected funds are allocated to "Special Events".

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.



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

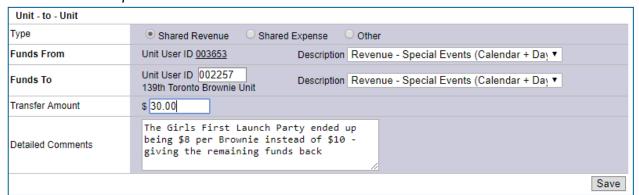


Step 6: Select Shared Revenue, and Description "Revenue – Special Events (Calendar + Day Camp <15yrs)" for both; Funds From and Funds To.

Include a detailed comment.

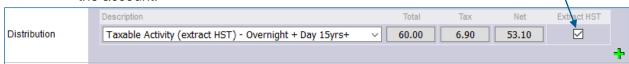


Step 7: If there are funds remaining after the event, the Receiving Treasurer can redistribute the funds back to the other units. *Example:*



<u>Scenario Two</u>: 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.



- **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+"

			Revenue - Taxable Activity (extract HST) - Overnight + Day 15yrs+			
Unit - to - Unit			Revenue - Taxable Activity Overnight activities in Ontario or day majority 15yrs+			
Туре	Shared Revenue	O Shared Expense	Revenue - Training Revenue - Z-OC Clearing Account			
Funds From	Unit User ID	Description	(Select One)	7		
Funds To	Unit User ID	Description	(Select One)	•		
Transfer Amount	\$ 0.00					
Detailed Comments			6			
					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.

