

Ontario Council Code of Financial Accountability for Independent Trips

Complete this form and submit it along with the SG.8 documents identified for pretravel authorization in Safe Guide to on-trips@girlguides.ca.

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

1. Abiding by Girl Guides of Canada's By-Law VI. Finance and Contractual Matters, the Governance Manual's [Fundraising Policy 5.2.8](#), and GGC's [Fundraising Procedures & Guidelines](#) in Member Zone at girlguides.ca.
2. Ensuring that finances are accurately documented and compliant with Girl Guides of Canada's expense guidelines and practices as noted in the [Unified Banking](#) Guider Resources section of Member Zone. This includes, but is not limited to:
 - a. Deposits
 - i. Depositing all collected money (cash, cheques, money orders, etc.) into the trip unit's unified bank account promptly, including money received from fundraising activities.
 - ii. Ensuring there are appropriate comments for each transaction in the unit's unified banking account in order to properly track funds received.
 - b. Expenses, purchase cards and cash advance reconciliation
 - i. Ensuring that all expenses and purchases for the trip and any related activity, including fundraising, are recorded in the unit's unified bank account.
 - ii. Ensuring that proper documentation (i.e. receipts) are uploaded with each expense transaction.
 - c. Providing applicable paperwork
 - i. All financial transactions require back up (i.e. deposit slips with notations, receipts, etc.). Back up needs to be submitted within 2 weeks of the date of the transaction by uploading the items when verifying the transaction.
 - ii. Year-end checklists are an annual requirement for every unified banking account. They must be submitted within the timeline identified in the message the Treasurer will receive requesting that the list be submitted. The final year's checklist is submitted at the conclusion of the trip.
 - iii. At the end of the trip, submit financial records to verify the allocation of transactions as recorded for each participant in the unit's Budget Template within 30 days of the last day of the trip as per the Safe Guide trip planning timeline. Refunds (if applicable) can be considered once a reconciliation has been completed.
 - iv. Provide the staff that support independent trips with appropriate up-to-date copies of the trip's budget and other financial paperwork as requested.
3. Ensuring that each participant pays a minimum of 10% of the cost of the trip themselves.
4. Ensuring that proper approval is obtained in advance for all fundraising activities via the FR.1 process.
Note: FR.1s for fundraisers in support of independent trips are submitted via the online form. A minimum of 25% of the total amount fundraised for GGC activities, events and travel must be from cookie sales profit.
5. Independent trip units are required to use the Ontario Council Trip Budget Template available at girlguides.ca/ON.
6. Ongoing compliance with Girl Guides of Canada unified banking processes:
 - a. Any other units that you are associated with must be in good financial standing. Failure to work with the other adult members in your unit to remain in good standing could affect your participation in an independent trip.

I understand that by signing this agreement:

- I confirm that I have read and understand GGC's policies related to finances for independent travel, including the Governance Manual's Fundraising Policy 5.2.8, and GGC's Fundraising Procedures & Guidelines. I agree to abide by the requirements for financial reporting and accountability as outlined above.

Adult Member Name: _____

Signature: _____ Date _____

