



# **Girl Guides of Canada, Ontario Council**

## **Keeping the Books**

A Guide for Unit Treasurers about Centralized Banking

Unit Banking Help  
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## SECTION 1 - INTRODUCTION TO CENTRALIZED BANKING

### 1.1 Centralized Banking Explained

Girl Guides of Canada, Ontario Council uses a centralized banking system for all Units, Guilds and Independent Trips. This means that all Girl Guide revenues and expenses flow through one central Royal Bank of Canada (RBC) bank account. However, the one central bank account is divided into many subaccounts. Each unit controls one subaccount, the *Unit Banking Account*.

To monitor the transactions in the Unit Banking Account, the Treasurer must log in to the *Unit Banking Website (Web-form)* using a unique User ID and Password provided by the Finance Department. Through the Website, the unit is able to perform various financial functions such as verifying expenses and revenues, requesting credit limit increases, requesting cheques and bank drafts, and transferring funds to other units or to Ontario Council.

### 1.2 Managing Public Funds Accountability

It is important to remember that all money collected by the unit is public funds and must be managed with extra care. Accounting records must be kept up-to-date. There is zero tolerance for misappropriation of funds.

All Guiders in the unit should be aware of the financial status of the unit. The procedures set up in this document are aimed at ensuring fiscal responsibility for the Treasurer, all Guiders in the unit, and Girl Guides of Canada.

### 1.3 Getting Started on Centralized Banking

#### 1.3.1 Applying for a Unit Banking Account

Complete the [Centralized Banking Authorization Form](#) and submit the form to your **Unit Administrator**.

#### 1.3.2 Unit Start Up Funds

New units or re-opening units that have been closed for two or more years will receive \$200 in start-up funds. Re-opening units that have been closed for less than two years will receive the funds held in trust at the time of closing or \$200, whichever is greater. Start-up funds are transferred directly into the Unit Banking Account from Ontario Council.

#### 1.3.3 Selecting a Unit Treasurer

- Each unit selects one person as the *Unit Treasurer*. We recommend shared leadership so ideally the Contact Guider should not be the Treasurer.
- Because our banking system and all supporting documentation is online, the Treasurer must have an **active email** that they check regularly listed in iMIS and access to a computer connected to the internet.
- The Treasurer can be a non-Member, but must be screened in accordance with the screening policies of Girl Guides of Canada-Guides du Canada.
  - Information about Non-Member PRCs is available through MemberZone.

**Any funds collected in the name of Girl Guides of Canada-Guides du Canada are considered public funds and must be accounted for in a fiscally responsible manner.** This means that all monies must be safeguarded and all receipts and expenditures carefully recorded and documented on a timely basis. The procedures outlined below and detailed in the balance of this document, ensure that this basic principle is followed.

## **Treasurer Responsibilities:**

1. **Budget:** At the beginning of each year, prepare a budget with your unit team, estimating the amounts of revenue and expenses planned for the year. The purpose of the budget is to ensure that there are adequate funds available to cover all planned activities. If your first plan shows you “going into the **red**”, you need to alter your plans to increase revenue or reduce expenditures in order to balance your budget. The budget is simply a plan of action and a guideline to help you manage resources effectively during the year. Budgets can be revised during the year to reflect changed plans and resources. If you revise your budget, keep the original as a reference. The budget is a very useful tool to refer to throughout the year to see how your revenues and expenses are accumulating. It will indicate to you that you are doing **OK** and staying within budget or that you need to increase your revenues or decrease spending so that you will stay on track for the remainder of the year. The annual budget should be approved by all the Unit Guiders in your unit.  
**Use the [Annual Unit Budget Calculator](#).**
2. Monitor the Unit Banking Account **weekly** to ensure that all transactions are accurate.
  - If deposits or purchase card expenses do not appear within one week or there are entries that appear that are not yours, contact your Unit Banking Clerk.
3. Deposit all funds received **within one week** except Membership Fees and Donations (See Sections 1.4.2 Donations to Units and 2.1 Membership Fees)
  - Keep detailed records of the source (e.g. which girl paid and how much)
  - Deposit all cookie money (\$60/carton) and ensure that money received balances cartons received or that there is an explanation for any discrepancy (e.g. Cookies used as gifts)
  - Total weekly dues collected must be deposited regularly

NOTE: You can ask another person to make the actual deposit as long as the amount of the deposit has been agreed upon. We suggest strongly that you count and fill out the deposit slip together, agree, and write out an informal receipt.
4. Prepare manual expense entries for any non purchase card expenses incurred by any member of the unit leadership team (Quick Tip [6 – Submitting a Manual Expense](#)); this involves:
  - Totaling multiple receipts for the same payee; the taxes must be broken out and totaled (Use [Manual Expense Calculator](#))
  - Creating a “new” expense in the online banking system
  - Writing the transaction number on the receipt(s)
  - Submitting the receipts and any supporting documents to your **Unit Banking Clerk**
  - For the unit’s own records, make copies
5. Verify all deposit and purchase card transactions (Refer to Quick Tips [5 – Allocating a Deposit](#) and [7 – Allocating a Purchase Card Expense](#)); verification involves the following steps:
  - Compare transaction total with deposit slip or receipt, if they do not agree, contact your **Unit Banking Clerk**
  - Open the transaction online and edit amounts to extract or input taxes (enter the tax amounts and the pre-tax total in the appropriate fields)
  - Allocate to correct category (description)
  - Write the transaction number on the deposit slip or receipt
  - For the unit’s own records, make copies
6. Submit all deposit slips and purchase card receipts to your **Unit Banking Clerk**
  - Submitting can be done in several ways:
    1. mailing monthly
    2. scanning and emailing as the transactions are verified
    3. faxing as the transactions are verified

NOTE: If using method 2 or 3, save the original receipts to submit at year-end with the year-end checklist and make sure they are marked as “**Original**” to avoid confusion

7. If your unit is on non-RBC banking, follow non-RBC instructions **five days after** each deposit to transfer the deposit to RBC
8. Ensure the unit does not go into deficit:
  - Ensure all cookie money is deposited prior to the cookie payment due date
9. Complete and submit a Year End Checklist by the due date: **June 30**
10. Keep your fellow Unit Guiders informed!
  - Tell them the account balance monthly
  - Show them the balance report periodically, print copies
  - Warn them when money is short and purchases need to be deferred to avoid a deficit
11. Prepare a [Centralized Banking Authorization Form](#) when terminating the position and give the completed form to your **Unit Administrator** for processing.

#### **1.3.4 Selecting a Purchase Card Holder**

- Each unit selects one person as the *Purchase Card Holder*.
- The purchase card holder does not have to be Unit Treasurer or hold any other leadership role within the unit but it is preferred; however, she must be a Member of Girl Guides of Canada.
- Select a cardholder who makes the majority of the purchases for the unit.
  - If more than one person in the unit does significant purchasing for the unit, a secondary Purchase Card can be ordered at a cost of \$15.

#### **Purchase Card Holder Responsibilities:**

- 1) Keep the card and PIN number protected. Only the Unit Guider whose name is on the purchase card is authorized to use it; it cannot be shared. Upon receiving the card, the cardholder sets the PIN number.
- 2) Report a lost or stolen card immediately:
  - Call US Bank (1 800 588-8067)
  - Call the Purchase Card Administrator (1 877 323-4545 x2409)
- 3) Make only appropriate unit purchases using the card; examples include:
  - Food and beverages for unit activities and events, including groceries for camp, snacks for unit meetings, and special lunches and dinners with the unit
  - Unit administrative costs including printing, photocopying, and postage.
  - Craft supplies and unit supplies.
  - Equipment used for the unit (e.g. tents)
  - Booking outside camps or special outings (e.g. museums, sporting events, music events).
  - Gifts and awards used for unit ceremonies and special circumstances.
  - Girl Guide Store purchases for the unit. It is permissible to include “parent orders” if the parent has agreed to reimburse the unit for the purchase

These purchases are prohibited, such as:

- Alcoholic beverages including LCBO gift cards
- Donations to other organizations
- Membership payments for girls or Guiders in the unit
- Cash advances, money orders or bank drafts
- Cash refunds; any returns must be credited to the card

- 4) Do not make personal purchases even if you intend to reimburse later. This is considered fraudulent use of the card.
  - If this occurs in error, the cardholder must report the charge to the Unit Treasurer and provide payment for deposit to equal the amount charged. Failure to report the personal charge will result in the card being suspended and/or cancelled.
- 5) Give all merchant receipts (the receipt showing the tax breakdown) to the Unit Treasurer weekly.
  - Keep them in a safe place, folder or box and pass on to the Treasurer
  - Communicate with Treasurer and Unit Guiders on purchases
  - If a receipt is lost, fill out the [Lost/Incomplete Receipt Form](#)
- 6) Prepare a [Centralized Banking Authorization Form](#) when terminating the position and give the completed form to the Unit Treasurer for processing.

## 1.4 Unit Deposits

Girl Guides of Canada, Ontario Council is set up on Royal Bank's National Direct Deposit Service (NDDS). This service allows units to make deposits at any RBC branch using pre-coded deposit slips. The coding on the deposit slip ensures that the deposit is credited to the correct Unit Banking Account. The Treasurer will receive a batch of pre-coded RBC deposit slips when the unit is first set up.

### Action required by Treasurer:

- Ask that all cheques received by the unit are made payable to “**Girl Guides of Canada, Ontario Council**”.
- Write the 6-digit Banking User ID on the back of each cheque.
- Prepare a pre-coded deposit slip and make the deposit at any RBC branch. (Refer to [4 – How to Use RBC Deposit Slips](#))
- Once the deposit has appeared in the Unit Account, verify the transaction. (Refer to [5 – Allocating a Deposit](#))

Effect on the Unit Account: Generally, deposits appear in the account the next business day.

For Assistance: To report missing deposits, contact your **Unit Banking Clerk**.  
To request additional deposit slips, contact [purchasecard.admin@guidesontario.org](mailto:purchasecard.admin@guidesontario.org)

### 1.4.1 Non-RBC Banking

Some Units are unable to make deposits at RBC due to the distance from the closest RBC branch. For these units, a *Non-RBC Banking* option is available. If you feel that your unit needs this option, indicate on the [Centralized Banking Authorization Form](#) that you cannot make deposits at RBC. The Finance Department will contact you to discuss your options. Any exception to RBC banking must be approved by the Finance Director.

### 1.4.2 Donations to Units

Individuals or organizations that donate money to your unit can receive a charitable donation receipt for any donation greater than \$20. Donations should be made by cheque. **Do not deposit donation cheques directly into the Unit Banking Account.**

### Action required by Treasurer:

- Mail the donation cheque to the attention of Accounts Receivable at 180 Duncan Mill Rd, Suite 100, Toronto ON M3B 1Z6. You must include a note indicating: **(1)** the name of the donor, **(2)** the mailing address for the charitable receipt, and **(3)** your Unit or Trefoil Guild Name and Banking User ID.

Effect on the Unit Account: Ontario Council will transfer the donation into the Unit Banking Account within 7 business days of receipt of the cheque.

For Assistance: Contact [ar.admin@guidesontario.org](mailto:ar.admin@guidesontario.org)

### 1.4.3 NSF Cheques

A copy of the NSF cheque that is returned to Ontario Council will be forwarded to the Treasurer by the Unit Banking Clerk.

Action required by Treasurer:

- Notify the cheque issuer that the cheque has been returned NSF.
- Collect the amount from the cheque issuer along with a \$25 NSF fee and deposit the collected funds in the Unit Banking Account.
- Submit a Transfer to send the \$25 NSF fee to Ontario Council. (Refer to [8 – Submitting a Transfer Request](#))

Effect on the Unit Account: The NSF cheque amount will be withdrawn from the account. The \$25 NSF fee will be withdrawn once the transfer request is received.

For Assistance: Contact your **Unit Banking Clerk**.

### 1.5 Unit Purchase Cards

US Bank Canada supplies the chip & PIN VISA purchase cards. The purchase card is a VISA credit card and can only be used at stores that accept VISA. It cannot be used to make deposits or to withdraw cash. The credit limit is a pre-set monthly limit, not a daily limit. **Only the Unit Guider whose name is on the card is authorized to use the card.**

Action required by Treasurer:

- When a purchase card charge appears in the Unit Banking Account, obtain the receipt from the Purchase Card Holder and verify the transaction. For more details, refer to [7 – Allocating a Purchase Card Expense](#).
- There is no monthly VISA bill for the Unit to pay. Ontario Council pays the bill on behalf of your Unit. However, **you must have sufficient funds in your account at the time of purchase to cover the charge.**

Effect on the Unit Account: Generally, Purchase Card charges will appear in the account within 3-5 business days. Each charge reduces the unit balance.

For Assistance: Contact [purchasecard.admin@guidesontario.org](mailto:purchasecard.admin@guidesontario.org)

#### 1.5.1 Credit Limits Increases

All new unit purchase cards are set up with a default \$300 limit. If the unit has two Purchase Card Holders, the default limit is split to \$150 each. Every unit has different spending needs. If this pre-set limit is insufficient, you can request a temporary or a permanent credit limit increase. Requests are reviewed the next business day. In order to be approved for the credit increase, the Unit Banking Account must have sufficient funds to cover the amount requested.

Action required by Treasurer:

- Submit the *Credit Limit Request* form. For more details, refer to [12 – Submitting a Credit Limit Request](#)

Effect on the Unit Account: There is no effect on the Unit Banking Account. The Cardholder receives confirmation by email once the request has been processed.

For Assistance: Contact [banking.admin1@guidesontario.org](mailto:banking.admin1@guidesontario.org)

## 1.6 Transfers

*Transfers* are the only way for units to send money to other units or to Ontario Council. Similarly, Ontario Council only sends money to units by transfer. Sections 2 to 6 below provide examples of when transfers are used.

Action required by Treasurer:

- Submit the *Transfer Request* form. For more details, refer to [8 – Submitting a Transfer Request](#)

Effect on the Unit Account: Transfers are deducted from the Unit Account when the transaction is “Verified, Provincial” status.

For Assistance: Contact [banking.admin1@guidesontario.org](mailto:banking.admin1@guidesontario.org)

### 1.6.1 Donations from Units

Units may make donations to the Canadian World Friendship Fund (CWFF) by transfer. Units may not make donation to other organizations or charities (see *GGC Governance Policies* for more details).

Action required by Treasurer:

- CWFF donations are not automatically withdrawn from the Unit Account. Complete a Unit-to-Ontario Council Transfer Request to initiate the transfer. (refer to [8 – Submitting a Transfer Request](#))

Effect on the Unit Account: Ontario Council will withdraw the requested donation amount from the Unit Banking Account within 2 business days of receipt of the transfer request.

For Assistance: Contact [banking.admin1@guidesontario.org](mailto:banking.admin1@guidesontario.org)

## 1.7 Manual Expenses

When possible, the unit purchase card should be used to pay outside merchants and service providers. However, there are situations in which the purchase card is not accepted. For these situations, the unit can request a cheque or direct deposit payment.

For additional information on manual expenses: [Cash Expenses](#)

Action required by Treasurer:

- Submit a Manual Expense form. For more details, refer to [6 – Submitting a Manual Expense](#).
- Submit your receipt/documentation to your Unit Banking Clerk by mail, scan and email, or fax. If you do not mail the original, you must send it to your Unit Banking Clerk before the end of the Guiding year, clearly stating they are the “**Originals**”.
- Monitor the status of the transaction. The cheque, bank draft/wire transfer, or direct deposit payment is only issued when the transaction is “**Verified, Provincial**” status.

Effect on the Unit Account: After submission, ‘Verified, Guider’ status, the amount of the manual expense is immediately deducted from your Unit Account.

For Assistance: Contact your **Unit Banking Clerk**.



## SECTION 2 - MEMBERSHIP SUPPORT

### 2.1 Membership Fees

All Girl Membership should be done online: <https://register.girlguides.ca/>

For exceptions: Girl Membership Forms and cheque or credit card payments should be submitted directly to your Unit Administrator for processing. A girl is not registered until your Unit Administrator enters her into iMIS. For cash payments only, follow the steps below.

Action required by Treasurer:

- Provide the parent with a receipt.
- Deposit the cash into the Unit Banking Account using a pre-coded deposit slip.
- Complete a Unit-to-Ontario Council Transfer Request to transfer the total Membership fees collected.
- Send the registration form(s) to your Unit Administrator. Indicate on each form that the payment has been submitted by transfer.

Effect on the Unit Account: Ontario Council withdraws the Transfer amount within 3 business days of your submission. Ontario Council transfers weekly into the Unit Banking Account \$19 per girl for every girl registered in iMIS the previous week.

For Assistance: Contact your **Unit Administrator**.

### 2.2 Police Record Checks (PRC)

Units can pay the charge for a PRC for a Non-Member Unit Assistant or Unit Treasurer. Please submit as a manual expense.

Action required by Treasurer:

- For information on the [screening process for Non-Members, click here](#)
- Fill out a manual expense on centralized banking ([6 – Submitting a Manual Expense](#))

Effect on the Unit Account: After you submit the manual expense request and send your Unit Banking Clerk the receipt, the cost of the PRC will be withdrawn from the Unit Account and a cheque or direct deposit will be issued to the Non-Member.

For Assistance: Contact [prc@guidesontario.org](mailto:prc@guidesontario.org)

### 2.3 Meeting Space User Fee

Ontario Council covers the cost of regular weekly meeting space for girl units.

Action required (for units that meet at a public place other than a school):

- [Complete the Cheque Request for User Space form](#).
- Submit the form to the [User Space Coordinator](#) before the March 31st deadline.

Effect on the Unit Account: There is no effect on the Unit Banking Account. Ontario Council forwards the payment directly to the facility.

For Assistance: Contact [userspace.coord@guidesontario.org](mailto:userspace.coord@guidesontario.org)

## SECTION 3 - COOKIES

### 3.1 Cookie Pick-Up & Distribution

Action required by Treasurer/Guiders:

- Count the number of cases received from the Cookie Receiver to confirm that it matches your order before signing for it.
- Report any missing or damaged boxes found inside a case.
- Keep detailed records of the number of cases given to each girl and ensure that the girl's parent/guardian has signed for these cases.

Effect on the Unit Account: There is no effect on the Unit Account at this point.

For Assistance: To report a discrepancy, contact [cookie.coord@guidesontario.org](mailto:cookie.coord@guidesontario.org)

### 3.2 Cookie Money Collection

Action required by Treasurer:

- Ensure that the girls are selling cookies at \$5.00 per box.
- Keep detailed records of the payments collected from each girl.
- Deposit all collected cookie money into the Unit Account as soon as possible.
- Follow up with parents who haven't paid.
- If there is no response or payment made from the parent, follow the procedure found on the Ontario Council website: [click here](#)
- In the event that the cookie money has been stolen, immediately contact the local police department to report the theft and notify the Cookie Coordinator. You must submit the detailed police report to the Cookie Coordinator.

Effect on the Unit Account: Deposits usually appear in the account the next business day.

For Assistance: Missing Deposits, contact your **Unit Banking Clerk**.  
Stolen Cookie Money, contact [cookie.coord@guidesontario.org](mailto:cookie.coord@guidesontario.org)

### 3.3 Cookie Payment to Ontario Council

Action required by Treasurer:

- Review the cookie invoice to ensure accuracy. The invoice is sent electronically to the Treasurer and Contact Guider approximately 3 weeks prior to the payment due date.
- Ensure that all cookie money (\$60.00 per case) is deposited into the unit's centralized account at least two business days **before** the confirmed payment due date.

Effect on the Unit Account: Ontario Council withdraws the full cookie payment from the Unit Banking Account on the confirmed payment due date.

For Assistance: Questions or concerns regarding cookie invoices, contact: [cookie.coord@guidesontario.org](mailto:cookie.coord@guidesontario.org)

## SECTION 4 - CAMP & PROPERTY

### 4.1 Camp Weekend Rentals

Ontario Council has 16 camps available for weekend rentals. Units can pay for Ontario Council camp bookings by transfer only. All deposit and final payments are withdrawn directly from the Unit Banking Account. Deposits are non-refundable.

For information on booking a camp: [Property Booking FAQs](#)

Action required:

- Complete the [Camp Facility Booking Request](#).

Effect on the Unit Account: Upon receipt of your *Camp and Facility Booking Request*, Ontario Council will withdraw the deposit from your Unit Banking Account within 7 business days. The final payment will be withdrawn from the Unit Banking Account approximately two weeks prior to your booking arrival date.

For Assistance: Contact [property.booking@guidesontario.org](mailto:property.booking@guidesontario.org)

### 4.2 Camping Financial Assistance (Unit Campership)

Financial assistance is available to assist Girl Members of Girl Guides of Canada, Ontario Council, who wish to participate in overnight camping programs offered at an Ontario Girl Guide owned/leased camp.

Action required:

- Unit Guider completes the [Guiders - Unit Campership Payment Request](#) and has the parent complete the *Unit Campership Application*. Click here for more information: [Subsidies-Camp](#)
- Forward both the forms to your Unit Administrator.

Effect on the Unit Account: If the criteria are met the funds will be transferred into the Unit Banking Account.

For Assistance: Contact your **Unit Administrator**.

## SECTION 5 - FUNDRAISING

Girl Guides of Canada cookies are the official fundraiser for the organization and this is the only approved fundraising vehicle that benefits all levels of Guiding. Participation, at all levels, is expected in both fall and spring cookie campaigns. For details of the fundraising policy, procedures and guidelines look at the Safe Guide page on [Member Zone for the Governance Policy document and go to policy 01-19-01](#).

However, if your Unit chooses to hold another type of fundraiser, it must be **approved** by Ontario Council.

[For more information on fundraising process in Ontario, click here.](#)

[Application for Fundraising Approval \(FR.1 - PDF\)](#)

## SECTION 6 - PROGRAM

### 6.1 Ontario Council Event Registration

Units can pay for Ontario Council events by transfer only. Registering for an event through the online event registration system authorizes the payment from your Unit Banking Account. Payments are never made for unit events using the unit purchase card.

Action required by Treasurer:

- Visit the following website to browse the [Events Calendar](#).
- Follow the steps to register for the event. For unit events, the registration form will prompt you for your Unit Name and Banking User ID. Ensure that you know your Unit Name and Banking User ID before you register.

Effect on the Unit Account: Payment will be withdrawn within 7 business days after registration. If the event offers a post-dated payment option, the payment will be withdrawn on the specified date.

For Assistance: Contact [event.admin@guidesontario.org](mailto:event.admin@guidesontario.org)

### 6.2 Ordering Ontario Merchandise

Ontario challenge crest, program resource CD's and the Ontario Friendship pin/crest can be ordered online. These items are not available from the National E-Store. Do not use your purchase card to order Ontario Council merchandise.

Action required by Treasurer or Unit Guider:

- To purchase Ontario merchandise: visit [Ontario Crests, Pins, Name Tags](#)
- Select items and then the form will prompt you for your Unit Name and Banking User ID. Ensure that the correct Unit Name and Banking User ID are provided.

Effect on the Unit Account: After you place your order, payment will be withdrawn from the account within 7 business days.

For Assistance: Contact [event.admin@guidesontario.org](mailto:event.admin@guidesontario.org)

### 6.3 National Girl Guide Store (E-Store)

Girl Guides of Canada merchandise is available through the National E-Store. You should use the unit purchase card for the purchase. Payment cannot be made by transfer.

Action required by Cardholder:

- Visit the following website: <https://www.thegirlguidestore.ca/>
- To pay for the order, use the unit purchase card. If your credit limit is insufficient to cover the cost of the order request an increase. ([12 – Submitting a Credit Limit Request](#))
- During Order Checkout, use **180 Duncan Mill Rd, Suite 100, Toronto ON M3B 1Z6** as your billing address. Use **416-920-6666** for the phone number. Use your personal e-mail Address in order to receive the order confirmation e-mail and your personal address for the shipping.

Effect on the Unit Account: The purchase card transaction will appear in the account in approximately 3-5 business days.

For Assistance: E-Store help, contact [support@thegirlguidestore.ca](mailto:support@thegirlguidestore.ca)  
Unit Banking help, contact [purchasecard.admin@guidesontario.org](mailto:purchasecard.admin@guidesontario.org)

## 6.4 Renting a Heritage Box or Uniform

For information on renting a Heritage Box or Uniform, visit the Ontario Council website at: [Guiding Heritage \(Archives\)](#)

Effect on the Unit Account: The payment is withdrawn from the account after the heritage box or uniform has been shipped.

For Assistance: Contact [archives.adviser@guidesontario.org](mailto:archives.adviser@guidesontario.org)

## 6.5 Independent Trips

For information on how to plan a trip, visit: [Independent Trips](#)

Once you have sent in the appropriate Safe Guide paperwork, starting with the SG. 8 (and FR. 1) and the trip has been sanctioned, an Extra Ops Unit will be created in iMIS for the trip. All sanctioned independent trips over 72 hours must have a separate trip Bank Account. For interprovincial trips, this would apply for those that involved extended travel and are complex to plan. For full details regarding trip planning for Ontario Council members [click here](#).

### 6.5.1 Independent Trip Subsidies

Once your trip has been approved through the Safe Guide process, Ontario Council provides eligible members with additional funding for independent trips that meet the criteria: [For details and how to apply click here](#)

In order to be considered for subsidy you must participate in cookie sales and your trip must be set up with a Centralized Banking Trip Bank Account.

Effect on the Unit Account: If the subsidy criteria are met, the funds will be transferred to the Trip Banking Account from Ontario Council.

For Assistance: Contact [trips@guidesontario.org](mailto:trips@guidesontario.org)

## SECTION 7 – UNIT EXPENSE GUIDELINES AND HST

As a treasurer you must also be familiar with these Guidelines:

[Unit Expense Guidelines](#)

[HST for Ontario and Nunavut Units](#)

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Click here for all of the Unit Banking Quick Tips: [ALL Quick Tips](#)

Or for each individually: [Quick Tips](#)