

District Financial Checklist - 2018

✓ Do your District or Unit Treasurers need a financial training?

- Anyone new to the role should take the training. A refresher is never a bad idea either! Arrangements can be made for small group sessions.

✓ Have signing officers for district & unit accounts been updated?

- This should be done through a motion in the District meeting minutes:

Model motion to appoint new signing officers

At a meeting of the ABC District Council of Girl Guides of Canada, held at 123 Main Street on October xxxx, it was moved that the following be appointed signing officers on the accounts indicated for the 2007-2008 year:

| Bank/branch/location | (transit) Account number | Account name | Signing officers 2007-2008 |
|------------------------------|--------------------------|-----------------------------|---|
| BMO, 10 Main Street, Anytown | (160) 1234-567 | GGC Always Smiling District | Ida Know, Bea Nice, Prova Commish, Anotha Provincia |
| RBC, 22 Main Street, Anytown | (145) 9876-543 | GGC 1st Anytown Sparks | Ida Know, Bea Nice, Watsa Ername, Uno Who |

Moved by: Alwaysa Guida
Seconded by: Thea Newbie
Motion carried, all in favour

(The same format can be used if the signing officers are not changing.)

- The Provincial Commissioner must be a signing officer on all district level accounts.
- The District Commissioner and the District Treasurer should be on all district and unit level accounts.
- Don't forget to follow up with the bank and have changes made!

✓ Do all your GGC bank account names follow the "GGC –Unit/District Name" format?

- If not, now is a good time to change them!

✓ Are you equipped to track cookies?

- Cookies are here, so get a head start and make sure your district and units are prepared to track them (there are resources available online)!
- Cookies used in the district/unit (i.e.: not sold) need to be recorded differently than sold cookies. For example, cookies eaten at camp = camp expense!

✓ Have all your unit/district fundraising initiatives been approved?

- The FR1 form should be used to obtain approval for any fundraising events. Send to finances-support@guidesquebec.ca.

✓ Is GST/QST being tracked and remitted for applicable events? Is GST/QST being claimed on operating expenses?

- All overnight events and all day events where the majority of the participants are over 14 years old. Should have the tax remittance form prepared within one month of the event.
- GST/QST on operating expenses can also be claimed.