

## Suspicion of Financial Misconduct – Summary Procedure & Timeline

*There is zero tolerance for the misappropriation of GGC monies or other assets, and GGC reserves the right to restitution. – please read: [Governance Policy 03-04-01 Financial Stewardship](#).*

Keep a record of all information to do with funds. Examples – newsletter, lists of who has taken cookies on consignment, paid for cookies, paid for camp etc.

Individuals and Councils are required to immediately report all cases of suspected financial misappropriation to the Provincial Commissioner so they may be dealt with on a timely and cases by case basis.

Clearly define deadlines – this should be in writing in a newsletter, camp forms etc. Extended deadline needs to be in writing.

Missed Due Date – reminder that payment is due. Make sure you keep a record of how & when this reminder was handled.

### **Documentation if deadline not met:**

Procedures & timeline to follow:

1. Refer to chart “Documentation of Suspicion of Financial Misconduct” *see below*
2. One week - NO LONGER – report to next level Commissioner and the Provincial Commissioner that you have funds overdue. Provide the Commissioner with copy of charts and supporting documents. Keep a copy for yourself.
3. Next level Commissioner will send a letter to the person who is delinquent with a one week deadline. (*see sample Letters*)
4. If payment still not received, next level Commissioner or the Provincial Commissioner would send a Registered letter to the person who is delinquent with one week deadline. (*see sample Letters*)
5. After **four weeks** this matter will be dealt with by the Area and / or Provincial Commissioner.
6. Be sure to always keep your Commissioner informed as to the status of this matter.

## Documentation of Suspicion of Financial Misconduct

### Individuals involved in the issue

Name of Suspected Individual	Name of Other Individuals Involved	Relationship to Issue	Address	Phone number(s)
		Sample		

### Communications with the person Suspected of Financial Misconduct

Suspected / Individuals Name: \_\_\_\_\_

Date of Money Due	Amount of Money Owed	Payments Made	Date of Communication	Type of Communication (written, telephone, in person)	Location (address, phone number)	Content of communication	Record of Response
				Sample			

These charts are available on the Provincial Website – Suspicion of Financial Misconduct

**Depending on what Guiding level the funds are owed, forward all information to the Commissioner next level up. The Area Commissioner will advise the Provincial Commissioner.**