

## **Girl Guides of Canada- Calgary Area**

### **GST Refund & Rebates Payment Policy**

***GST Refund/ Remittance:*** 100% of GST paid on event expense are deductible from event fees. 50% of GST paid on -non-event supplies used in the event can also be claimed.

***GST Rebate:*** 50% of GST paid on all non-event expenses can be claimed

#### ***GST remittance/Refund Process***

1. Unit leader completes GST Remittance & Rebate Request package after each event/camp. Use Form downloaded from Calgary girl guides website <http://www.calgarygirlguides.com/forms.html>. Enter require information in Event form and/or Non-event Expenses tabs of the Form, the amounts are populated in the Remittance form. Use Excel to complete the form and do not overwrite formulas.
2. In case of GST refund, print or email GST Remittance Form, Event Form and Non-Event Expenses form with original or scanned receipts to [bookkeeper@calgarygirlguides.com](mailto:bookkeeper@calgarygirlguides.com). When making a GST remittance to Area, send cheque along with GST forms to Are office reception for creating a receipt.
3. Bookkeeper will check GST refund forms for accuracy and completeness and make payments of GST refunds every week. GST refund cheques under \$ 20 will be withheld until accumulated amount due to the unit or district exceeds \$ 20.
4. Bookkeeper mails GST refunds and rebates forms with supporting receipts to Provincial office at end of each month. Province remits the GST refunds to Area office when money is received from CRA.