

## District/ Unit Rent Payment Process

### Effective Date:

Effective February 1, 2018, Area office has adopted new rental fee payment process. All prior payments of rent made by districts it and not adjusted through Rental Fee Reconciliation Spring 2018, will be reimbursed to the districts.

**Rent paid to rental facilities:** Under new process, districts will send invoices/bills from the 3<sup>rd</sup> party rental facility to Area office along with completed form "Calgary Area Unit & District Rent Payment Form". All such requests will be sent to front desk in Area office. After ensuring accuracy and completeness the payment will be approved by Area Commissioner. Cheque will be cut in the name of rental service provider. The cheque will be mailed directly to the facility; however district commissioner will be informed about the payment.

**Rent paid by districts:** Districts will be reimbursed for rent paid directly to rental facilities. The request will be made through a completed form "Calgary Area Unit & District Rent Reimbursement Request" along with paid copies of invoices. Such request will be received by the front desk . After checking for accuracy payment will be approved by Area Commissioner. The cheque will be cut in the name of district.

### Rent Fees Collection Process

Starting with next guiding year 2019-19, Area will collect rental fees from districts in two phases, November and April of each year.

At the start of the guiding year, rental fee of \$ 30 per girl will be collected by units and remitted to district as per existing practice. Database Coordinator will send the number of girls counted on Oct 30<sup>th</sup> to Bookkeeper. The invoices to districts will be issued on 1<sup>st</sup> November and payment will be due by November 15<sup>th</sup>.

A second invoice to districts based on re-count of girls on March 30<sup>th</sup> will be sent to districts on 1<sup>st</sup> April and payment against which will be due by April 15<sup>th</sup>.

After March 30<sup>th</sup> any rent fee becoming due on new paper registrations will not be collected by the units after closure of online registration system. The fee \$ 30 will be payable along with registration fee of \$ 120 at Area office front desk by the parent/guardian.

### Adult Member Fees:

The ratio-based adult member's fee will be invoiced by Area office to districts on December 1st, and then on April 1<sup>st</sup>, separately from girl's fees.