



Calgary Area Best Practices for Financial Review Transition 2020

FINANCIAL RECORDS ARE DUE TO AREA AS FOLLOWS:

- Reviewed District Financials due by July 31
- Reviewed and Signed Unit Financials due by August 15
- District Compliance Document by August 15 (all DCs)
- Copies of all bank statements as of transition date



CALGARY AREA BEST PRACTICES FOR FINANCIAL REVIEW

In an effort to create some consistency within the Area, and to ensure the GGC Financial Guidelines are being followed, we have developed the following tips for your use. They are what CALGARY Area expects to see on the District financial records and what you should expect from your units. These items have been compiled as a result of the review of all the District books.

1. The ledger used must be a GGC hardcopy (paper) or an electronic version from the Provincial or Area website, or similar document. If you are printing the spreadsheet, please ensure it is printed in at least **12 font**. (Exceptions to this format can be approved by the Area Treasurer/Deputy Area Commissioner)
2. Please reconcile your bank statements in the area provided on the back of the ledger, not at the bottom of your bank statement.
3. For the information required regarding the units, please submit electronically or assemble in an orderly manner, identifying each unit, accordingly, **using a title page for each unit**. Note if submitting paper copies that these will need to be scanned so please do not staple items together, paper clipped in a folder is fine.
4. There is no need to send in your entire cheque book. Just staple the cheque stubs to the appropriate bank statement or assemble cheque stubs in an orderly manner. The same applies to your deposit book. Staple the deposit slips to the corresponding bank statement. On your deposit slip, list each item that is being deposited, not just one lump sum. Do not send your items in various Safeway Bags used as a folder system. It makes it very difficult for us to do your review. (You may also choose to bind the cheque stubs all together and the deposit slips all together. This is acceptable as well)
5. You must submit either the original or copies of your cancelled cheques. Most banks send you copies printed on a sheet. One or the other is required.
6. It is not recommended to have two family members sign the same cheque. Please make sure you have another authorized signer. They should also not sign cheques to another family member or themselves. All cheques **MUST HAVE** 2 signatures on them.
7. When submitting the financials, please include a copy of the previous year's Annual Financial Report and Review Checklist as this is needed to properly review the present year's financials.
8. Please include a copy of the FR1 if applicable to your situation. FR1's approved in prior periods, when fundraising occurred in subsequent periods, must be included.
9. If you have comments that you would like to make known to the reviewer, please attach a note at the front of your records. This will help us complete our reviews.

Financial Review Expectations – 2020

District Compliance Documents (due to Area by August 15)

- ALL DCs (both outgoing and continuing) need to complete the mid-year Compliance Document
- It covers the time period from January 1 to June 30, 2020
- The document only includes the compliance questions. The inventory list and Guaranteed Unit Share have been removed for this time period.
- DCs should use the comment column in the compliance document to indicate any exceptions and explain plans to resolve any issues.
- To be submitted with reviewed unit financials by August 15
- Include copies of bank statement at transition for each bank account within the District, including travel groups.

Review Process for District Financials

Due to COVID-19, Area will not be holding a review day for district financials. Instead, districts will be asked to swap their district books with another district and review one another's books. Area will coordinate who swaps with who.

Districts are expected to submit hardcopy financial records to their reviewer according to the checklist on page 4. The District Commissioner and/or Treasurer is expected to compile all documents and give them to their reviewer as a complete package. An email submission of District financial records is not acceptable but may *accompany* your financial package. If you are using the GGC financial spreadsheet, please print it in a readable font.

Districts must swap their district books, complete the reviews and deliver the entire reviewed hardcopy package to the Guide office by July 31.

DISTRICT Submission to AREA: Part 1 (due July 31)

District Financial Records

The review covers the time period from January 1 until the date of transition to Nationwide Banking.

- Cover Sheet
- Annual Financial Report (Annual Report)
- The treasurer must complete the Annual Financial Report in full
- Financial Review Checklist
 - The District Treasurer must complete the first page of the Financial Review Checklist in full before giving it to the volunteer reviewer.
- Financial Recordkeeping Forms (Main Form or ledger)
 - Important – all line items should have an OK next to the Notes Column – if not, the spreadsheet is not balanced and your Annual report will not populate correctly
 - Proofing: Note the summaries at the bottom of this sheet. If Revenue/Deposits and Expenses/Cheques do not balance, then you must correct.
- Bank reconciliations and bank statements for the entire time period with cancelled cheques, or electronic copies of cancelled cheques. **This will include the bank statement on the day of transition.**
- Cheque book or cheque stubs pertaining to the period
- Deposit book(s) pertaining to the period, or copies from deposit books
- Receipt books, or listing of receipted amounts – looking for completeness
- Summary records for cookies, events, camps
 - [AB.26 Cookie Verification Report](#) is mandatory
 - Sokil Transportation form for reverse cookie delivery **(NEW in 2020)**
 - GST Summaries, and copies of Remittances/Claim
- Explanatory Notes tab – use if additional explanation is required for any non-typical financial transactions or scenarios.
- Prior year's Annual Financial Reports and Financial Review Checklists
- Any FR.1's pertaining to the District along with event summaries
- Copies of minutes that pertain to financial motions
- Applicable current year budget
- Signature of District Commissioner on Annual Financial Report**

(continued on next page)

DISTRICT Submission to AREA: Part 2

Documents Pertaining to Units (due to Area by August 15)

Units must submit a full package of financial records to their district (see page 6). After districts review and approve their unit financials, the district must submit a subset of each full unit package to Area as listed below.

Please compile the following unit information and submit electronically to your assigned FIST reviewer.

- Cover sheet for each unit
- Unit Annual Financial Report
- Unit Financial Review Checklist (entire document), including Reviewers comments **and signed off by District Commissioner**
- Unit Bank statement as of the date of transition

If districts are unable to review all unit books by August 15, please submit whatever information you have. List all non-compliant units with the following information:

- Unit Name
- Contact Guider and her contact information
- List of attempts and requests for the books (follow-up to be attached if you have emails etc.)
- Other pertinent information.

At this point Area Council will work with the District Commissioner in an attempt to get the books from the Guider.

Not having all your units submitting is not a reason for not submitting the district books to Area for review on time.

UNIT Submission to DISTRICT

The review covers the time period from January 1 until the date of transition to Nationwide Banking.

- Cover Sheet - mandatory for unit identification
- Annual Financial Report (Annual Report) - to be completed in full by treasurer
- Financial Review Checklist - page 1 completed in full by treasurer
- Financial Recordkeeping Forms (Main Form or ledger)
 - Use the Explanatory Notes tab if additional explanation is required for any non-typical financial transactions or scenarios.
- Bank reconciliations and **all bank statements** with cancelled cheques, or electronic copies of cancelled cheques. **This will include the final bank statement as of the date of transition.**
- Cheque book or cheque stubs pertaining to the period
- Deposit book(s) pertaining to the period, or copies from deposit books
- Receipt book(s) or listing of receipted amounts
- Cookie Forms
 - [AB.26 Cookie Verification Report](#) is **mandatory.**
 - Provide plans for selling any excess cookies and note this on the Financial Review document.
 - The District Commissioner or District Treasurer must verify the location and condition of all remaining cookies over 5 cases
 - Council recommends using this form even if less than 5 cases remain so the reviewer knows that unsold cookies have been evaluated
 - AB.27 Cookie Tracking Record ([PDF](#) or [Excel](#)) is mandatory
- GST Summaries, and copies of Remittances/Claims
- Prior period Annual Financial Reports and Financial Review Checklists
- Applicable current year budget
- Dues and Attendance Record books (if used)
- Trip and Fundraising Documentation
 - All approved SG.8s and FR.1s pertaining to the Unit
 - The financial records must include the fundraising account balance along with the listing of individual credits
 - Fundraising event summaries for all completed fundraisers

Financial Guidelines for Districts/Units

In accordance with the Guiding Essentials and other guiding levels such as provincial and national, Calgary Area has adopted the following guidelines. You may already be doing some or all of these processes, but it is not consistently being done across the board. If you are already doing it, great, this will just be a reminder to you but if you are not, please taking the appropriate steps to implement these into your unit/district. Thank you and if you have any questions, your area commissioner team is here to help.

- \$\$ All districts and areas should have a motion on their books identifying who is reviewing/auditing their books. For example: District council would have a motion that reads Rosie Ranger and Patsy Pathfinder are the designated reviewer of unit books for 2020 year. Remember that the reviewers should not be signing authorities on the accounts or related to the Guiders or person's responsible for the books.
- \$\$ Girl Guides of Canada has a **ZERO** tolerance for missing or inappropriate use of funds. One of the biggest sources of trouble with the funds exists around cookies. All units/councils must use current approved Cookie Tracker forms. This form is on the provincial Girl Guide website. This must be included with the financials (even if it all balanced) as an indicator that you are practicing good money management. Follow the [Alberta Council Revenue Collection process](#) to collect funds in a timely fashion. Escalate situations according to the instructions in the process. Don't sit on the situation and listen to empty promises from people who owe you money. **Establish a firm deadline for repayment and stick to it.** If they do not pay then escalate the matter to the appropriate level.
- \$\$ Transparency in the unit dealings is integral to our financial responsibility.
- \$\$ For Area Events and other expenses to be reimbursed from area – it is a best practice to require all receipts submitted within 30 days of the event or 30 days from the expense. This will allow us to process your requests in a timely fashion with repayment. Having this reminder to the units would be useful and be of assistance in maintaining their books so they can always have a clear accurate financial picture.

Section 8 of Guiding Essentials deals with Financial Record Keeping and every person responsible for the finances should be familiar with the document.

Please contact any-calgaryfinancesupport@girlguides.ca for help!