



Calgary Area Best Practices for Financial Review December, 2017

FINANCIAL RECORDS AS OUTLINED IN THIS PACKAGE ARE DUE AS FOLLOWS:

- 🍏 **District Financials due by January 31, 2018**
- 🍏 **Unit Financials due by Feb 15, 2018**
- 🍏 **District Compliance Document by Feb 15, 2018**
- 🍏 **Banking Information Summary by Feb 15, 2018, complete with copies of all bank statements ending December 31, 2017**



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 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. If the District submits their financial package in a complete format, by the date prescribed, the reviewers will make every effort to have the financial package returned by the next Area Council Meeting
4. For the information required regarding the units, please assemble in an orderly manner, or submit electronically identifying each unit accordingly, **using a title page for each unit**. Please do not send items in loosely or paper clipped together.
5. 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)
6. 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.
7. 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.
8. When submitting the financials, please include a copy of the previous year's Annual Financial Report as this is needed to properly review the present year's financials.
9. 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.
10. 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 understand a situation which may be present quickly.

Financial Review Expectations – 2017

Districts are expected to submit financial records to CALGARY Area as outlined below. All items are to be compiled by the District Commissioner/Treasurer and given as a complete package (not individual packages). An email submission of District financial records is not acceptable, but may *accompany* your financial package. If you are utilizing the financial spreadsheet, please remember to print it in a readable font.

Compliance Documents

- Required to be submitted at year end, **December 31**.
 - Recommended to be maintained at interim review
- To be submitted with reviewed unit financials
- District and Unit Banking Information Summary: List of all bank accounts, bank locations, signing authorities and ending book balances as of **December 31 of applicable year**. (this may differ from closing bank balance)
- Copies of December 31 bank statement for each bank account within the District, including travel groups.
- District Compliance document signed by the District Commissioner

Districts

- 🍏 Cover Sheet
- 🍏 Annual Financial Report (Annual Report)
 - The treasurer must complete the Annual Financial Report in full
- 🍏 Financial Review Checklist
 - The front page of the Financial Review Checklist must be completed in full, together with the Report of the Volunteer Financial Reviewer section on the back page
- 🍏 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 statements with cancelled cheques, or electronic copies of cancelled cheques
- 🍏 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 (where applicable)
 - AB.26 Cookie Inventory Sheet is mandatory
 - GST Summaries, and copies of Remittances/Claim
 - Rent Reconciliation for Current and prior period
- 🍏 Explanatory Notes tab – include 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

Along with the above district financial records, CALGARY Area also requires the copies of information from each unit as outlined below. Please compile all unit information in one folder (e.g. duo-tang, binder, etc.) and label, or submit electronically. Please make sure the copies are legible (use darker settings on copier if required). These items are kept on file at the area office and **will not be returned**:

- 🍏 Copy of Annual Financial Report
- 🍏 Copy of Financial Review Checklist (entire document), including Reviewers comments
- 🍏 Financial Recordkeeping Forms (Main Form or ledger)
- 🍏 Cover sheet for each unit (for identifying from other units)

Units

Units must submit a similar package to their District Treasurer. The reviewer requires **all the documentation outlined above as well the following**: Appendix A is a checklist that can be used to distribute to your unit treasurers

- 🍏 Dues and Attendance Record books (if used)
- 🍏 AB.26 Cookie Inventory Sheet is **mandatory**.
 - ❑ Plans for selling any excess cookies. Be sure to note this on the review. The location and condition of all remaining cookies over 5 cases must be verified by the District Commissioner/District Treasurer
 - ❑ Council recommends using this form even if less than 5 cases remain, so reviewer knows that unsold cookies have been evaluated
- 🍏 For units engaged in fundraising:
 - ❑ The financial records must include the fundraising account balance along with the listing of individual credits;
 - ❑ All approved FR.1s and SG.8s must be included in their financial records;
 - ❑ Fundraising event summaries must be included;
 - ❑ It is not suggested that units who are fundraising open separate bank accounts but if they do so, both accounts must be included for review on the same twice yearly schedule. Accounts must be titled as – *Girl Guides of Canada – Name of Entity – Travel Group*.
 - ❑ The travel account must also be included on the summary of banking information.
 - ❑ **NOTE**: For units engaged in fundraising, all financial records (as outlined in the district submission above) must be submitted for financial review by Area.

If districts are unable to review all unit books by the deadline, please complete the review for the units you have received and submit them to Area, by the deadline date. 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. If we perceive there to be a problem, we will have a freeze put on the bank account and only deposits will be accepted until we have resolved the problem.

Not having all your units reporting is not a reason for the district books to not be submitted to area for review. If there are circumstances you need assistance with, please contact either the Area Treasurer or Area Commissioner, sooner rather than later.

Trefoil Guilds who have bank accounts are to submit their financial records for review to the area

- 🍏 Cover Sheet
- 🍏 Annual Financial Report (Annual Report)
 - ☐ The treasurer must complete the Annual Financial Report in full
- 🍏 Financial Review Checklist
 - ☐ The front page of the Financial Review Checklist must be completed in full, together with the Report of the Volunteer Financial Reviewer section on the back page
- 🍏 Financial Recordkeeping Forms (Main Form or ledger)
- 🍏 Bank statements with receipts matched to the cancelled cheques (originals in all cases or copies if that is what your bank provides)
- 🍏 Cheque book or cheque stubs pertaining to the period
- 🍏 Deposit book(s) pertaining to the period
- 🍏 Receipt books
- 🍏 Summary records for cookies, events, camps (where applicable)
- 🍏 Prior year's Annual Financial Reports and Financial Review Checklists
- 🍏 Budget
- 🍏 Please remember if selling cookies the full \$60 per case is to be paid to the area.

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 take 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.

- \$\$ We are following the calendar year for our financial reviews. What this means is that in June, your district will do "mid-year" reviews on units. In January, they will do a year end review. District books will be reviewed by Area in February of each year.
- \$\$ 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 2017 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 the cookies. All units/councils must use current approved Cookie Tracker forms. This form is on the provincial Girl Guide website. This should be included with the financials (even if it all balanced) as an indicator that you are practicing good money management. If you are not able to collect funds in a timely fashion then a unit leader should escalate the situation to her District Commissioner. 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.

If you have any questions regarding the above, please do not hesitate to contact any member of the Area Commissioner team or the Area Treasurer.

APPENDIX A - CHECKLIST FOR UNIT FINANCIAL SUBMISSION TO DISTRICT

- 🍏 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)
- 🍏 Bank statements with cancelled cheques, or electronic copies of cancelled cheques
- 🍏 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
- 🍏 Summary records for cookies, events, camps (where applicable)
 - AB.26 Cookie Inventory Sheet is mandatory
 - GST Summaries, and copies of Remittances/Claim
 - Rent Reconciliation for Current and prior period
- 🍏 Explanatory Notes tab – include if additional explanation is required for any non-typical financial transactions or scenarios.
- 🍏 Prior period Annual Financial Reports and Financial Review Checklists
- 🍏 Applicable current year budget
- 🍏 Dues and Attendance Record books (if used)
- 🍏 Any FR.1's pertaining to the Unit
 - The financial records must include the fundraising account balance along with the listing of individual credits;
 - All approved FR.1s and SG.8s must be included in their financial records;
 - Fundraising event summaries must be included;
 - It is not suggested that units who are fundraising open separate bank accounts but if they do so, both accounts must be included for review on the same twice yearly schedule. Accounts must be titled as – *Girl Guides of Canada – Name of Entity – Travel Group.*