



Guiding Essentials

Standards at a Glance



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Guiding Essentials

Standards at a Glance

Introduction

Guiding Essentials: Standards at a Glance is essential information for Members of Girl Guides of Canada-Guides du Canada (GGC) who are responsible for administration and/or program delivery. It provides information about policies, their implementation and related procedures as they affect Members of GGC.

Guiding Essentials is a document that provides basic answers to simple, frequently-asked questions and refers to additional documents for more detailed information. Most secondary documents are available on the Member Zone section of our website or from your provincial office.

An explanation of terms, names and abbreviations is provided in a glossary at the end of this document.



Finance, 8.0

8.1 Financial Record Keeping

Introduction

National assumes financial responsibility for the promotion and development of Guiding in Canada and for contributing to the support of the World Association of Girl Guides and Girl Scouts. These financial obligations are met through revenue from the annual membership fee, the merchandising department, grants, donations, bequests and other sources.

Policy

Funds collected by Units, camps, parents' and supporters' committees, councils and the Board are funds subject to public scrutiny.

It is expected that funds will be managed with extra care. There is zero tolerance for misappropriation of funds.

For more information:

♣ Bylaws are available under Governance in the Policies and Procedures section of Member Zone

Management

Each Unit, parent and supporter committee, and council is expected to meet its financial obligations through its own efforts, according to the policy of the organization.

Responsibilities of the Commissioners/Unit Administrator

Each Commissioner, or Unit Administrator in partnership with the ACL, is responsible for the financial practices within her jurisdiction. She must have access to all financial records at any time. The Commissioner or Unit Administrator/provincial finance department will supply the financial volunteer with a list of duties, responsibilities and expectations. The sample duties below may be adapted for use within a jurisdiction.

Sample Duties, Expectations and Responsibilities for Financial Volunteers

- Ensure that all monies are deposited in full as received.
- Ensure that all expenditures are supported by complete and detailed documentation.
- Ensure that all cheque signers review the supporting documentation before signing a cheque.



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- Ensure that at least two adult volunteers, including one adult GGC Member, sign all cheques.
- Ensure that the council concerned approves all those who are given cheque signing privileges, and records the approval in the council minutes.
- Ensure that blank cheques are never signed.
- Maintain accurate and reliable financial information on a timely basis.
- Ensure that bank reconciliation is prepared on a monthly basis.
- Ensure that the financial reports are audited or reviewed as per guidelines.
- Ensure that an annual financial report is prepared and forwarded to the appropriate Commissioner or Unit Administrator

Bank Accounts

All funds must be deposited in a financial institution in the name “Girl Guides of Canada”, together with the name of the Unit or group concerned. Funds should not be deposited in a personal account.

Signing Officers

Cheques must be signed by at least two signing officers, who are authorized annually by the council or committee concerned, and recorded in the minutes.

Signing officers for Units, councils, Trefoil Guilds, and parents’ and supporters’ committees are to be authorized annually by motion of the responsible council, and noted in their minutes. Blank cheques should never be signed.

Accounting Records

Accounting records must be kept up-to-date so that a report of the financial situation of the group is available at any time. Accounting records should be prepared by following the Standard Financial Reporting Manual and where applicable, established centralized banking procedures. Accounting records may be prepared manually or by computer.

Accounting records must be retained for seven years.

For more information:

♣ Standard Financial Reporting Manual, (each Unit should have a copy) which is available from provincial offices and/or the online store.

Statements/Reports

Each Unit, council or other group of the organization must prepare and present a financial statement or report annually to their Commissioner. The annual financial report included in the Standard Financial Reporting Manual details the requirements. In Ontario, all Unit financial information is entered into the Centralized Banking System by way of a web form. All supporting



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documentation is submitted to the Unit Administrator at the Community Office. The annual financial report included in the Standard Financial Reporting Manual details the requirements.

Audit/Review

All financial statements/reports and accounting records are to be audited or reviewed annually. GGC year end is December 31 for all levels. Your provincial council will determine whether you require an audit by an independent auditor licensed through the appropriate provincial institution. The financial reviewer should not be related, through family or business, to the Unit Guider and/or persons responsible for the financial accounts. Auditors and financial reviewers must be approved by motion in the minutes of the council concerned.

Guider Resigns

When the Guider responsible for the financial records in a Unit resigns, the Unit's financial accounts must be reviewed by an approved financial reviewer and presented, together with the financial records, to the Unit's Commissioner or Unit Administrator as soon as possible.

Unit or Council Disbands

When a Unit or council disbands, its net assets are held in trust by the parent council for up to two years, with the expectation that the disbanded Unit or council might start up again.

Unit Funds

Funds to support each Unit come from some or all of the following:

- A weekly fee paid by the girls (dues)
- Additional registration fees (exclusive of the national membership fee)
- Cookie sales
- Additional fundraising if approved

For more information:

- ♣ Section 8.2 of this document contains information about fund development
- ♣ Governance Policy 01-19-01 Fund Development available under Fund Development in the Policies and Procedures section of Member Zone

Grants

See Fund Development, section 8.2



Investments

Any council may invest its funds in compliance with the Investment Policy. Such investments must be registered in the name of the Girl Guides of Canada together with the name of the council concerned.

For more information:

- ♣ Bylaws are available under Governance in the Policies and Procedures section of Member Zone
- ♣ Governance Policy 03-05-01. Investments available in the Policies and Procedures section of Member Zone

Charge Accounts

Charge accounts may be opened in the name of the Girl Guides of Canada, but only with the approval of the Provincial Commissioner or Chief Commissioner.

Real Property and Leases

All real property and leases of one year or more must be held in trust in the name “Girl Guides of Canada” for the council concerned. Contact the provincial office for proper procedures.

Should a district, area or provincial council or Community of Guiding cease to exist, national has the right to supervise the disposal of its properties for the benefit of the organization.

For more information:

- ♣ Bylaws are available in the Policies and Procedures section of Member Zone

Contracts (Borrowing and Indebtedness)

When it is necessary to enter into a contract for professional or commercial services (for example, rental of camp equipment, boats, canoes, cars, professional guides or instructors, architects, contractors, office equipment, etc.), the contract must be approved by the Board of Directors or the Provincial Council as delegated in the Policy on Levels of Indebtedness Relating to Non-Real Property. Units may not enter into any lease or loan contract.

For more information:

- ♣ Bylaws are available under Governance in the Policies and Procedures section of Member Zone



8.2 Fund Development

Introduction

Girl Guides of Canada undertakes fundraising to augment the financing of Girl Guide activities and programs.

In all fundraising activities it is imperative that the reputation, integrity and identity of Girl Guides of Canada be maintained, and that all municipal, provincial/territorial and federal laws are obeyed.

Fund Development

Councils, Units or individuals may not undertake fundraising projects, apply for grants or solicit donations without the appropriate approval.

Fundraising activities should meet community standards and be acceptable to the provincial council and the Board of Directors.

Girl Guides of Canada's Fund Development Policy guides fundraising activities in the organization.

GGC cookies are the official fundraiser for the organization and are the only approved fundraising vehicle that benefits all levels of Guiding. Participation at all levels is expected in both the classic vanilla and chocolate sandwich (spring) and the chocolatey mint (fall) cookie campaigns.

Any corporate fundraising initiative that will result in over \$1,000 being raised must be cleared in advance through the national Corporate Relations and Fund Development department.

There are potential legal liabilities with Members of GGC selling food products as a fundraiser for GGC which are not officially sanctioned by the organization. Therefore, all Safe Guide procedures for food preparation and storage as well as all relevant government regulations must be followed when food is being prepared, served and sold by Members of GGC.

There are potential legal liabilities with GGC Members being involved in activities such as car rallies. Therefore, any GGC entity wishing to be part of a car rally must submit relevant information about the event to GGC's insurance broker one month prior to the event taking place.

Adult Members are not allowed to fundraise for adult-only trips. However, they are allowed to fundraise to benefit the girls; this would include Guiders fundraising for independent trips where they would be accompanying the girls. Note: fundraising for trips may only occur if 75 per cent of the participants at the start of the planning process are girls.



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For more information:

♣ Governance Policy 01-19-01 Fundraising Policy available under Governance in the Policies and Procedures section of Member Zone

Donations and Charitable Receipts

All councils with a charitable tax number are required to file an annual charitable return (T3010) with Revenue Canada-Charities Division, within six months of the year-end date, December 31.

Donations received by individuals, corporations or foundations, or directed to national office, must be made payable to Girl Guides of Canada. If the donation is to be directed to a specific fund, such as CWFF, it should be noted in the memo line on the cheque.

Grants

Councils or individuals may apply for grants or solicit donations only with the approval of the provincial council or national office. Applications may be made for government and other grants when the criteria for such grants are compatible with the objectives of the project. Such applications must be approved by the provincial council or the Board of Directors, as appropriate.

Any grant application over \$500 must be pre-approved by the national Corporate Relations and Fund Development department.