

**FRASER SKIES AREA
2012 FISCAL PROCEDURES**



**Girl Guides
of Canada
Guides
du Canada**



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of Canada
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GIRL GUIDES OF CANADA – FRASER SKIES AREA
AREA PROCEDURES
JANUARY 1 TO DECEMBER 31, 2012

A. Financial Procedures:

1. Fraser Skies Area Fiscal year

- January 1 to December 31
- This fiscal year applies to Area Council, and all Districts Councils within Fraser Skies Area

2. Minimum cash balances to be held

- The Area Treasurer is to ensure that **12 months** worth of operating expenses for the Area General Operating funds remain in Area bank accounts / investments, in reserve, in case of a financial "emergency". District Treasurers need to ensure **6 months** worth of operating expenses for the District General Operating Fund

3. Bank accounts

- All bank and investment accounts for Guiding monies in Girl Guides of Canada – Fraser Skies Area will be maintained as per the Guiding Essentials - Section 8 Finances, and are to be recorded and named with the identity of "Girl Guides of Canada" followed by the name of the Area, District.
- Each District within Fraser Skies Area is permitted **one** bank account. Separate bank accounts are not to be opened for Units or specific events (i.e. camp or international travel).

4. Registration fees for 2012 area fiscal year (2012/2013 unit year)

a) Registration amounts and breakdown:

| <u>Breakdown</u> | <u>Girl Ranger Trex</u> | <u>Adult</u> | <u>Link</u> | <u>Trefoil</u> |
|----------------------------|--|---------------------|--------------------|-----------------------|
| National | \$50 | \$50 | \$50 | \$50 |
| Province | \$0 | \$0 | \$0 | \$0 |
| Fraser Skies Area: | | | | |
| Area Administration | \$15 | | | |
| Camp McLanlin Assessment | \$6 | | | |
| Districts / Units to split | \$24 | | | |
| Total Registration | \$95 | \$50 | \$50 | \$50 |

- b) Districts are to set their own dues schedule (not to exceed \$8.00 per operating month) and school fees as appropriate. Trex participants are considered youth members, so Districts should take this into consideration when calculating their fees, so that all girls are paying the same.
- c) Registrations fees for 2013 fiscal year (2012/2013 Unit year) to be determined at May 2012 Area meeting (breakdown determined during 2012 Area budget process).
- d) Late Registrations: As of February 1st of each year, **full** National and Camp McLanlin fees + $\frac{1}{2}$ District fees will be collected.

5. Classic and Chocolatey Mint Cookies

- a) Cookie revenues breakdown:

| Sale Price | <u>Per Case</u> |
|----------------------------------|------------------------|
| | \$60.00 |
| Breakdown of revenue: | |
| Districts will forward to Area | \$46.00 |
| Districts will keep | \$3.00 |
| Units will keep | \$11.00 |
| Area will forward to Province | \$39.25 |
| Area Revenue retained | \$6.75 |

- b) **Minimum orders**

- Unit level - 6 cases of cookies per girl member, per year between the Classic and Mint campaigns. **One case per unit each campaign to be sold for property tax on Camp McLanlin.**
- Adult members are encouraged to participate at minimum levels.

- c) **Division of cookie profit**

- Profit from one case per unit, per campaign is to go to a future property tax account for Camp McLanlin.
- If selling additional cookies for fundraising for a specified project – Unit quotas must be met and sold first, and then additional cookies may be sold. Area and District splits for additional cookies stay with the specified project.
- Cookies ordered as a fundraiser for a specified project must be identified as such at the time of ordering.

6. Mileage allowance \$0.42 per km

- when driving on Area Council business
- Requests to be made on Expense Reimbursement form (available on Area Website)

7. Uniform subsidy

- **25%** of cost of an official shirt for Area Council members (other than Area Commissioner and Area Deputies), **once** only

- Full cost of the official “dress” uniform for Area Commissioner(s) and Deputy Area Commissioner(s), **once** only.

8. Insignia, Pins and Awards

- **100%** of cost of all training , appointment and award pins for Area Council members and Area Committee members
- **100%** of cost of any awards nominated by the Area Awards Committee (i.e. Bronze Merit & up)
- **100%** of cost of membership pins for all Area Council members at five-year increments starting at year five. Area Council will pay for and present membership pins for 25 years and up to Area adult members, at five-year increments.
- **100%** of cost of Gold Thanks pins initiated by Area Council (excluding those initiated by District Commissioners for District level presentation)
- Unit Guider awards (Bronze, Silver, Gold) are to be paid for by the District

9. Provincial conferences/workshops subsidy:

- Registration fees, **up to \$100.00**, for all Area Council members and/or approved delegates

10. Selected International, National, Inter-Provincial, and Provincial events:

- **25% of the event fee** for girl members
- Not available if separate Special Area Subsidy is available

11. Area Annual Event

- Area will cover the full cost of invited guests **only**

12. Area Commissioner’s Discretionary Funding

- Area Commissioner has discretion to approve additional subsidy assistance in circumstances where funding is needed and confidentiality is required

13. Receipts/invoices for all expenses

- For committees, events, trainings, conferences, travel, etc.
- Must be submitted on approved form to the Area Treasurer within 60 days
 - if not payment will be forfeited
- Prior approval of expenses must be obtained prior to submission

B. Administrative Procedures:

1. Review of Financial Records

- a) District financial records are to be reviewed annually by the Area Financial Liaison or her designate.
- b) Must be submitted no later than **March 31st,2012**

2. Monthly District Reports

- a) District Commissioners and Committee Heads (Advisers) are to:
 - Submit monthly written reports of activities prior to Area Council Meetings to the Area Secretary.
 - Provide monthly minutes from District or Committee meetings to the Area Secretary.
 - Provide monthly financial reports and bank statements copies to the Area Financial Liaison or designate.

3. Terms of Reference

- a) Area Council “Terms of Reference” Guidelines shall be reviewed and approved annually at the September Area meeting.
- b) All Committees “Terms of Reference” Guidelines shall be reviewed bi-annually, by the committee and approved by Area Council

4. Fundraising Activities

- a) All groups must adhere to National & Provincial Guidelines
- b) Before commencing any fundraising activities, consult the Fundraising Guidelines found in Guiding Essentials and BC Provincial Standards
- c) Girl Guide cookies are the **Primary** fundraiser of Girl Guides of Canada and should be utilized as such – no fundraising should be allowed if cookies have not been sold first
- d) All fundraising must be for a specific purpose and approved by motion by the parent council**
- e) Prior Area Council approval is required for grant applications or donations requested from multi-branch corporations