

## Helpful Hints for Guiders to help the Unit Treasurer:

- Each active Unit must have a Treasurer and should have at least one Purchase Card Holder. The Treasurer should be able to help the Unit Guider with Unified Banking questions.
- As a team, try to discuss Unit purchases before they are made. It is suggested that you make a budget together determining what activities you hope to do and their associated costs for the Guiding Year.
- Each year, we reset the view-only passwords so that only current Guiders in the Unit can review the Unified Banking bank account. We will be sending these out September 15-17. **Please refer to your Unit Treasurer for the usable balance in your Unit's account.** The Treasurer will know if there are any outstanding payments/commitments or revenues that have not yet been uploaded to the account.

### Purchases (Expenses)

- Using the purchase card is strongly suggested so guiders are not out of pocket for Unit expenses.
- Purchase card limit increases can be processed with 2 business days from when the Treasurer keys the request into the system.
- Every expense for the Unit should have an itemized receipt which should be given/forwarded to the Treasurer on a weekly basis. If you are taking a scan/photo of the receipt, please put your initials and the date you are scanning it before you take the photo/scan for the Treasurer.
- If you do not receive an itemized receipt from the vendor (eg. Farmer's pumpkins or credit card receipt only provided), please complete a [lost or incomplete receipt form](#) and provide it to the Treasurer.
- Sign up for [direct deposit](#) into your personal account (with email confirmation) to receive personal reimbursements faster and easier (without waiting for a cheque to be mailed).

### Deposits (Revenues)

- If you accept cash/cheques from a parent; please record who it is from and what it is for, before providing it to the Treasurer. (Some Units ask the parents to bring cash/cheque in an envelope with the details and the girl's name written on it)
- Do not use cash that is supposed to be deposited into the account to pay for a Unit expense. All money received in the name of Girl Guides must be deposited into a Girl Guides bank account.
- Do not accept E-Transfers from parents. Parents should receive email instructions in the fall on how to make an online bill payment directly to the Unit's bank account.