

BC Council – Code of Financial Accountability for Independent Trips

Complete this form with the SG.8 documents for pretravel authorization, as identified in Safe Guide. Submit all paperwork to the provincial trip assessors: bc-internationaltrips@girlguides.ca

By agreeing to participate in an independent trip as a Guider, Treasurer and/or Purchase Card Holder, I agree to work with the adults affiliated with my trip unit to ensure the trip is financially compliant, in accordance with National policies and Guiding Essentials. This includes, but is not limited to, the following:

1. Abiding by Girl Guides of Canada's By-Law VI. Finance and Contractual Matters, the Governance Manual's [Fundraising Policy 5.2.8](#), and GGC's [Fundraising Procedures & Guidelines](#) in Member Zone at girlguides.ca.
2. Ensuring that finances are accurately documented and compliant with Girl Guides of Canada's expense guidelines and practices as noted in the [Unified Banking](#) Guider Resources section of Member Zone. This includes, but is not limited to:
 - a. Deposits
 - i. Promptly depositing all collected money (cash, cheques, money orders, etc.) into the trip unit's unified bank account, including money received from fundraising activities.
 - ii. Including appropriate and detailed comments for each transaction in the trip unit's unified banking account to properly track all funds received.
 - b. Expenses, purchase cards, and cash advance reconciliation
 - i. Ensuring that all expenses and purchases for the trip, and any related activity including fundraising, are recorded in the trip unit's unified bank account.
 - ii. Ensuring that proper documentation and receipts are uploaded for every expense transaction.
 - c. Providing applicable paperwork
 - i. All financial transactions require documentation (i.e., deposit slips with notations, receipts, etc.) in unified banking. This is uploaded when verifying each transaction on a timely basis.
 - ii. Every unified banking account must complete a year-end review each year. The review must be submitted by the deadline. The trip treasurer will receive notification about the requirements and deadline. The final year's checklist must be submitted when the trip is completed.
 - iii. At the end of the trip, the financial tracking record must be submitted, to verify the allocation of transactions for each participant. The deadline is 30 days after the last day of the trip, as per the Safe Guide trip planning timeline. If applicable, refunds will be considered after the reconciliation is completed.
3. Ensuring that each participant pays a minimum of 10% of the cost of the trip themselves.
4. Ensuring that proper approval is obtained, in advance, for all fundraising activities via the FR.1 process.
Note: FR.1s for fundraisers for independent trips are submitted to bc-fr1@girlguides.ca. A minimum of 25% of the total amount fundraised for GGC activities, events, and travel must be from cookie sales profit.
5. Using either the International Group Travel Budget Form OR Over 72 hours trips within Canada Budget form for all independent trip units.
6. Ongoing compliance with Girl Guides of Canada unified banking processes:
 - a. Any other units that you are associated with must be in good financial standing. Failure to work with the other adult members in your unit to remain in good standing could affect your participation in an independent trip.

I understand that by signing this agreement:

- I confirm that I have read and understand GGC's policies related to finances for independent travel, including the Governance Manual's Fundraising Policy 5.2.8, and GGC's Fundraising Procedures and Guidelines. I agree to abide by the requirements for financial reporting and accountability as outlined above.

Adult Member Name: _____

Signature: _____ Date _____

