

Alberta Council Code of Financial Accountability for Independent Trips

Complete this form and submit it to your Area Commissioner with 2 weeks of your SG8 being approved.

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

1. Abiding by all National and Provincial financial policies, available in the Governance Manual on Member Zone at girlguides.ca and on the Alberta website girlguides.ca/ab.
2. Ensuring that finances are accurately documented and compliant with Alberta Council's and National expense guidelines and centralized banking practices as noted on the provincial website at girlguides.ca/ab. This includes, but is not limited to:
 - a. Deposits
 - i. Depositing all collected money (cash, cheques, money orders, etc.) into the centralized bank account promptly, including money received from fundraising activities.
 - ii. Ensuring there are appropriate comments within the centralized banking system in order to properly track 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 centralized bank account.
 - ii. Ensuring that proper documentation (i.e. receipts) is received for all expenses and purchases including cash advances.
 - iii. Using a trip account purchase card for all trip expenses where possible.
 - c. Providing applicable paperwork
 - i. Any financial transaction requires back up (i.e. deposit slips with notations, receipts, etc.). Back up needs to be submitted within 2 weeks of the date of the transaction by uploading each detailed item when verifying the transaction in the unit's UB account.
 - ii. Financial reviews are a requirement for every unit, including independent trips. These are required every 6 months (after end of June and end of December reconciliations) and 1 month before travel.
 - iii. At the end of the trip, submit any documentation within 30 days of the last day of the trip so refunds (if applicable) can be considered and submit financial reports as per the Safe Guide trip planning timeline.
3. Ensuring that each participant pays a minimum of 10% of the total cost of the trip themselves.
4. Ensuring that proper approval is obtained in advance for all fundraising activities via the FR.1 process. In addition, a minimum of 25% of the total amount fundraised for GGC activities, events and travel must be done through cookies sales.
5. Using the Alberta Council trip budget and reconciliation template available at girlguides.ca/ab.
6. Ongoing compliance with Alberta Council unit 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.
7. I agree to take any Mandatory Trip and Financial trainings related to my Trip Guiding Role(s) and/or will consider any recommended trainings to support me in my role(s).
8. Failure to comply with these may result in:
 - a. Future fundraising events being postponed
 - b. The trip postponed or cancelled

I understand that by signing this agreement:

- I have read and understand GGC policies related to finances for independent travel.
- I agree to abide by the requirements for financial reporting and accountability as outlined above.

Adult member name: _____

Signature: _____ Date _____