

Rivers North Area Financial Guidelines

October 2014

1. Selected Events:

Rivers North Area maintains a Selected Events Fund for the purpose of assisting members who have been selected at the Provincial, National or WAGGGS level to attend an out of Area event.

To be considered for support:

- The Area Financial Assistance form must be used to request funding
- Applications for assistance must be made in the following order: Unit, District and finally Area. The amount that has been pledged by each level must be stated on the Financial Assistance form.
- The complete financial assistance form must be forwarded to the Area Financial manager

After all other funding is known, Area may contribute an amount not exceeding 30% of the remaining balance, with the following restrictions:

- Maximum support for Provincial events will not exceed \$150.00
- Maximum support for Interprovincial events will not exceed \$200.00
- Maximum support for International events will not exceed \$500.00

Area crests will also be provided:

- Individuals selected for Provincial events will receive 5 crests
- Individuals selected for Interprovincial events will receive 10 crests
- Individuals selected for International events will receive 15 crests.

Additional funding may be considered in cases where there are extra-ordinary costs to an individual to attend a selected event.

Individuals receiving selected event funding are expected to complete a presentation and/or provide a written activity report to Area Council.

Note: SOAR is not considered to be a selected event or an independent trip. See item 9 for SOAR funding

2. Independent Trips:

Area maintains an Independent Trip fund for the purpose of assisting members who choose to take an independent trip. All Independent trips must have area council approval prior to any fundraising. All fund raising must follow National and Provincial fund raising guidelines. All trips must follow Safe Guide requirements.

To be considered for funding:

- Each group must have at least 75% girl members to be eligible for Area funding.
- An Application for Assistance from the Independent Trip fund must be made at least 90 days prior to the event. The Area Financial Assistance form must be used, as per Selected Events procedures.
- A trip budget must be presented with the application.
- On request, the contingency fund of up to 10% of the entire cost of the trip can be borrowed from the Area. All trip Adult members and girl member parents/guardians must sign an agreement for repayment by 45 days after the end of the trip. A copy of the agreement must be received by the Area prior to funds being advanced.

Support for Independent trips will be as follows:

- In-province trips – Area Council will contribute \$50/girl to a max of \$500 per unit/group trip
- National trips – Area Council will contribute \$100.00/girl to a maximum of \$1000 per unit/group trip
- International Trips – Area will contribute \$200.00 per girl

Area crests will be contributed as follows by request:

- Provincial events 5 crests per traveler
- Interprovincial events 10 crests per traveler
- International events 15 crests per traveler

Groups must complete a presentation or submit a written report to District or Area Council as requested

Adult Members required for ratio and travelling with girls will be treated the same financially and with crests.

All Adult independent trips are not eligible for funding support.

3. Area Sponsored Events: Area Travel Equalization Fund:

This fund is used to equalize the cost of Area members attending Area sponsored events, Cupcakes and Candles and multiple District events that occur within the Area. Area Council will define which events are Area sponsored events in any given year. The fund is used to support travel costs that are not reasonable to include in the event and travel budget. In order to be eligible for this funding, the event and travel budget must be submitted with the travel equalization request form.

4. Area Sponsored Events: Travel and Registration for Adults at Area Girl Events:

When Units attend an Area a sponsored event, there will be no event fee charged for adults accompanying girls who are required for ratio.

Adults are either members or non-member volunteers with completed PRC's.

5. BC Adult Training Events and Workshops:

Area representatives at Provincial Events. For example Commissioners Conference, Composite Conference, Guider Conference, Provincial Committee Workshops.

- A non-refundable deposit of \$100 is required by Province. Conference attendees will pay this fee directly to Province at the time of acceptance.
- One hundred (100) percent of this deposit will be reimbursed by Area Council after the participant attends the event and submits a participant's report to the Area Commissioner within 30 days after the event.

To be eligible for reimbursement:

- It is mandatory to attend the event and to stay the entire duration of the event to be entitled to claim the reimbursement.
- The participants report must be submitted to the Area Commissioner within 30 days of the event.
- The Area Treasurer will reimburse after the Area Commissioner has received the required reports.

For all other training events offered at the provincial level, the Area Financial Assistance form must be used to request assistance.

6. Area Adult Training Events and Area Fun and Friendship Event:

- A non-refundable deposit is required. Deposit is required with submission of registration form, unless otherwise stated on the registration form.
- Guiders who have registered for an Area event and do not attend, and have not cancelled by the event deadline, are required to pay the event registration fee with no reimbursement.
- All travel costs to and from Area trainings and Area Fun and Friendship Event will be reimbursed by Area including mileage, meals, and accommodations as per the Rivers North Area Travel Policy.

7. Travel for Area Business:

When travelling on Area business (e.g. Area meetings or trainings), Guiders shall travel by the most economical method available (e.g. carpooling).

- Area travel and accommodation policy for Council members is as per Area travel policy. Mileage within the Rivers North Area will be paid at \$ 0.25 per km or at the cost of the gas as per submitted receipts.
- Members wishing to be reimbursed will submit an Area Travel Expense form to the Area Treasurer within 60 days of the event.

- Area will pay all travel costs associated with Area Council attending Area meetings.

There is an expectation that a Guider will remain at the meeting/event for the full session when the Area is paying the cost.

8. Travel Advances:

Members who require an advance for travel costs to a Guiding event where travel costs are reimbursed after the event may apply for assistance at Area level if their District is unable to provide assistance. Reimbursement is due to Area as soon as member is reimbursed from the provincial office. Reimbursement applies to advances whether the member attends the event or not.

Note: When completing Travel Claim forms for guiding events you can direct that the cheque is sent directly to the Area. If there are other costs associated with reimbursement, two forms can be completed.

9. SOAR fund:

Rivers North Area will maintain a fund for SOAR Camps. Funding will come from \$0.25 per case of Area cookie profit from both the spring and fall cookie campaigns, every year. How these funds will be applied will be decided at the first Area meeting of a SOAR year.

Note: No free Area crests will be provided for SOAR

10. Helping Members in Need: Georgina Stewart/Helping Hand Fund

This fund will be maintained by Area Council to assist members in times of need and for those who would not be able to take part in Guiding without financial help. Dispersal of this money is at the discretion of a committee consisting of the Area Commissioner(s), Deputy Commissioner(s), Treasurer, Secretary and the District Commissioner where the member is registered. Seventy five (75) percent of this committee is required for a quorum.

The order of request will be Unit first and then District. If the District is unable to provide the appropriate support, the District may apply for funding to Area using the Area Financial Assistance form.

Donations to this fund are welcome at any time.

Members are also able to request support from the Provincial Gift of Guiding if insufficient funds are available from District or Area. <http://www.bc-girlguides.org/resources/building-membership/>

11. New Unit Start-up Costs

When a new Unit opens within a District (either in a community with existing Guiding or a community new to Guiding), the District will provide the appropriate start-up funds to sustain the Unit expenses until the Unit is able to be self-sustainable. If the District is unable to provide the appropriate support, the Unit may apply for funding to Area using the Area Financial Assistance form.

Units are also able to request support from the Provincial Gift of Guiding if insufficient funds are available for District or Area.. <http://www.bc-girlguides.org/resources/building-membership/>

12. Guide Hall Campership

Rivers North Area will support and encourage the use of the Guide Hall for overnight use. Rivers North Area will pay up to two nights per person fee for any Rivers North member using the hall for an overnight stay.

Area will pay the funds to the Guide Hall on receipt of an invoice from the Guide Hall. The invoice needs to have information such as: the date(s), the group, the number of children, the number of adults, and the number of nights.

13. Area Sponsored Events, Responsible Guider(s) Responsibilities:

For any event sponsored at the Area level, the following process must be followed:

- Area Event budgets need to be in place and submitted to Area Council at least 60 days prior to the event in order for the event to be approved.
- If the same event is taking place in several locations within the Area, each event location needs to submit their budget at least 60 days prior to the event. Budgets are submitted to the Area Commissioners and the Area Treasurer.
- If a budget is in place and is approved by Area Council, expenses submitted must have receipts attached to the Area Expense form and be submitted within 60 days of the event.
- The event budget needs to be reconciled at the end of the event and submitted to Area by the Event Chair or Manager.

If Area is responsible for receipting girl events, information as per the CATC requirements needs to be forwarded in order to complete the receipt for the claimant. CATC requirements can be found at: <http://www.cra-arc.gc.ca/gncy/bdgt/2011/qa01-eng.html>

14. Reimbursements:

All budget expenses to be reimbursed from Area must be submitted within 60 days of incurring the expense. All events must have a financial statement prepared within 60 days of the end of the event. The financial statement will

show repayment of any advances received and outstanding receivables and payables. In all cases, expenses received after 60 days will not be paid

15. Bank Account Information:

All District bank account information (District and units) including the name of institution, location, account numbers and signing officers must be included in the minutes of the first District meeting of the Guiding Year. This information must be forwarded to the Area Treasurer.

- Each account must have a minimum of three signing officers, but only two are required to sign
- District bank accounts must have the Area Commissioner as one of the three signing officers
- Unit Accounts must have the District Commissioner as one of the three signing officers

16. Insurance:

Rivers North Area strongly recommends that unit and councils obtain insurance for Guiding equipment stored in their homes and meeting places. It is a requirement that all campsites have adequate insurance to cover structures. Insurance on campsites (when available) must be replacement cost insurance

Approved by Rivers North Area Council
Oct 4 2014

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