

How to Use the Other Financial and Cookie Forms

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This is more specific information on how to fill in the forms in this package. If you need help with Excel in general, please see the “How to use the Excel Forms” document.

If you have any questions or problems using these forms, please contact me at the District Support Network at dsn@guidesquebec.ca.

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Tracking Sheet: (optional)

Use this form to keep track of individual girls or units; how many cases of cookies, how much they owe or have paid, permission slips for events, camp permission slips, registration fees and weekly dues paid, phone calls made, etc.

The form is not protected, which means you can change things to suit your needs. Click on a cell in row 10 where there are some sample headings entered, and enter your own. They will turn sideways to match those already entered when you click on another cell.

This form is also frozen, like the Main Form, to keep names/units visible. There is no number formatting, so decimals which are zero will not show: \$10.00 will show as \$10. If you “speak” Excel, you may change this formatting if you wish. This form does not have green shading, since you may write in all of the table part.

It may be more useful to print the form and keep it handy to check off or fill in amounts when girls or units hand in money etc.

Event Forms: (optional)

Use these if you want to budget and show greater financial detail about individual special events or camps during the year. Fill in the name of the unit, event and the dates, then details. There is enough room for five events. If you need more, print and then delete as follows: highlight the cells you want to clear (i.e., only the green ones), and click the “delete” button on your keyboard.

Inventory Checklist: (optional)

Use this form to keep track of all items owned by the unit or district. It should be filled out on an annual basis.

GST/QST Rebate: (district, optional)

Non-profit organizations are eligible to receive half of the taxes paid back. This form is to be filled out at the district level. Units are to give invoices to the district and the district may apply on their behalf. You may submit large invoices totalling over \$500.00 per calendar year (i.e., bus rentals and purchase of tents, **not** all your receipts from the Dollar Store). The district treasurer should fill out the blanks on this form, print, sign, and send

it to Guide House with the **original** receipts. Make sure to keep copies of the receipts for your records. **ORIGINALS ARE REQUIRED** to get the refund. Money paid to Girl Guides of Canada (Guide shop, GGC camps etc.) is not eligible. The deadline is June 15 each year, but you can send them earlier. Expect a delay of three to four months before you get your cheque back at the district level. The district treasurer can then distribute the funds to the units which applied.

Financial Review Checklist: (filled out by your “parent” treasurer and your reviewer)

At the end of the year, fill in to whom the books should be sent once the review is done at the end of page 4. The treasurer at the level above you should fill in the amounts her level received from you. It should be sent with the books to your reviewer. She will fill in the rest of this form and return it to you with suggestions to improve your bookkeeping for next year. This form is included here partly to show you what your reviewer will be looking at in your books. Please take a look, and make sure you provide all the information the reviewer might need to answer the questions.

Cookie Receipt (Parents)

Print and have the parents sign this form when they/their daughters take cookies. Guiders should initial when the girls bring in the money.

Cookie Money Tracking

This form will help you keep track of money received for cookies. Print it and fill it in as the girls hand in Cookie Dough.

Cookie Tracking

This form will help you keep track of the cookies you buy, give away (or eat) and the cookies you sell. Make sure to record the prices, and it will help you remember how to enter your cookies on your spreadsheet.

Cookie Inventory

A summary of the Cookie Tracking form for the whole year, this should be included when you give your financial reviewer your books to review at the end of the year.