



TIMELINE

For District
Treasurers



EACH AND EVERY MONTH

- Reconcile bank statement to your spreadsheet
- Report to Area on District finances



SEPTEMBER

- Remind units about registration fee amount, including appropriate amount of unit fee, where applicable
- Assist with recruitment and training of new unit treasurers
- Assist with opening new bank accounts, if required

OCTOBER

- October 1st - MINT COOKIE SALES BEGIN
Remind units that payment will be due to District by mid-November
- Invoice units for mint cookies
- Remind units to ensure all members are in iMIS before November 30th, and that membership fees will be payable by that date

continued...



at October District Meeting

- Resolutions appointing signing officers on district bank account and all unit bank accounts
- District Procedures
- District Budget for the coming fiscal year (January to December)



NOVEMBER

- Collect from units for mint cookies
- Collect from units for membership fees
- Remind units to that any CWFF collected should be paid to District by December 15th
- Pay Area for District's mint cookies

DECEMBER

- December 1st – iMIS “snapshot” of the number of members
- Pay Area for girl membership fees
- Collect from units for CWFF
- Write cheque to Area for total CWFF amount collected from all units
- December 31 is fiscal year-end!



JANUARY

- Reconcile District bank account to December 31, prepare Annual Financial Report, and submit it along with all District financial records for the previous year to Area Treasurer for review
- Remind unit treasurers that as soon as bank statement has been reconciled to December 31, their financial records should be submitted for review

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At January District Meeting

- Resolution appointing financial reviewer(s), if not already done for the current year



FEBRUARY

- Collect unit financial records for review
- Follow up with units who have not yet submitted financial records



MARCH

- Continue collection & review of unit financial records
- Follow up with unit treasurers post-review to discuss recommendations for improved record-keeping



APRIL

- April 1st - CLASSIC COOKIE SALES BEGIN
- April 1st – iMIS “snapshot” of members who joined between January 1 – March 31
- Invoice units for classic cookies – payment due May 15
- Pay membership fees for late-registering girls



MAY

- Collect from units for CWFF
- Write cheque to Area for total amount collected from all units
- Remind all Guiders that receipts should be submitted for reimbursement before summer, if possible



JUNE

- Collect financial records from units whose treasurer will not be returning in the fall – be persistent



JULY-AUGUST

- Review financial records for unit(s) who will have new treasurers in the fall