

**To: Team**  
**From: Group Commissioner, Heather McIntosh**

**Oct 30<sup>th</sup>, 2012**

I want to let you know that the audit of the 1st Manotick Group Committee's books has been completed. While there were no irregularities with our books we need to add more rigour to our checks and balances. A copy of the auditor's report is attached for your information.

Going forward the following procedures will be put in place:

1. **Registrations** – The Registrar to send the GC and Treasurer the Batch number and listing of registrations along with the cheque number that is submitted to the Area Registrar.
2. **Registration Fees** – The Sections shall submit their registration fees (cheque) to the Treasurer with a listing of the registering youth.
3. **Section Support** – The Treasurer shall keep a copy of the Section support cheque and attach it to the above documentation.
4. **Refund requests** – An email is to be sent to GC and Registrar requesting the refund. The name of the youth and the first meeting date shall be indicated in the email. The GC or Registrar will submit the request for refund copying the Treasurer. The Treasurer to give the refund cheque to the GC. The GC will send a letter to the family copying the Treasurer (including a copy of the cheque).
5. **Expenses** – All expenses should be submitted through the Treasurer using the 1st Manotick expense report (attached). All receipts shall be attached to the expense report. The Treasurer will issue the cheque for the expense only if the expense report has been signed and receipts attached. The Quarter Master, prior to the equipment being purchased, shall approve the equipment purchase. An email requesting said equipment shall be sent to the Quarter Master with the Treasurer copied.

GC = Heather McIntosh  
Registrar = Brad Eckert  
Treasurer = John Barnard  
Quarter Master = Larry House

If you have any questions please feel free to contact me.