

## Centralised Fees Frequently Asked Questions

### When does the Centralised fees process recommence?

Term 2 of 2021.

### What do we mean by 'Centralised fees'?

Parents and guardians will make one payment which will cover:

- The Girl Guides Victoria (GGV) membership fee which goes to GGV.
- The Unit fees, which goes to their daughter's Unit.

### How do units receive their Unit fee payments?

Unit fees received by GGV from Saturday to Friday are remitted to the Units nominated bank account weekly on the following Friday.

When Unit fees have been sent by GGV to the Units nominated bank account, a confirmation of remittance is emailed to the Unit Contact, the Unit Treasurer, the District Manager and District Treasurer.

### Is there a cost involved?

GGV does not charge a fee for this process, there is no cost to parents or Units.

### How will I know who has paid?

You will be able to access this information via the "Reporting Packages" tab on your profile and can see which Guides have paid their Unit fee and when the funds have been paid to your Unit by GGV. Look for the "Centralised Unit Fee Collected" report.

### How much time will this take?

It takes about 5 - 10 minutes of work to check and update a Unit information for the Centralised fees process.

In the process we ask for the following information:

- Unit fee breakdown
- Allocate girls to fee options
- Bank account details

This process can be done by the Unit Leader, or District Manager.

### Important dates.

Sunday 28 February 21 – Update your unit information

Monday 15 March 21 – New youth membership application change over to paying Centralised fees for Term 2 2021

Monday 29 March 21 – Youth membership renewal emailed/mailed for Term 2 onwards

Sunday 18 April 21 – End of Term 1 2021

### More questions?

You may also ask your Region/District Manager or email Kerrie Morton on [membership@guidesvic.org.au](mailto:membership@guidesvic.org.au) for further information.