



TREASURER MANUAL

Thank you for volunteering this hockey season. You are the keeper of the money. You are responsible for managing all of the financial responsibilities of the team including collecting funds, managing bank accounts, tracking the budget and expenses, maintain and reconcile all financial records, keep all receipts, invoices, cancelled cheques or any other payment record for substantiation. In addition, the treasurer will prepare, in collaboration with the Team Manager, a preliminary, interim and final budget and communicate this information to the Manager Coordinator and to the team members. (You can find a budget template on the Coaches' & Manager's page). The treasurer cannot be related to any of the coaches.

When teams are formed and team signatories decided, the treasurer and 2 other signatories will then be added to the account. The Manager Coordinator will not have access to team funds. Only access for the Manager Coordinator will be to account statements. Two (2) to three (3) days/nights will be scheduled for your team signatories to be added to the account. These dates will be communicated by the Manager Coordinator to the Team Manager and Treasurer. Dates and times will be first come, first served.

First Two Weeks

- Meet with your manager to discuss initial budget (due November 1st).
- Draft an initial budget. You can request a sample budget for your team's level from the Manager Coordinator.
- Download the budget spreadsheet from the website at <http://chbawings.org/>. This is the mandatory spreadsheet to be used by all treasurers and forwarded to Mark Scholey for all 3 budget deadlines.
- Contact Mark Scholey, Manager Coordinator (managercoordinator@chbawings.org) to set up a time to go into Scotiabank to have signatories added to the team account. You will need 2 other parent volunteers as signatories. Other signatories can NOT be the manager, any of the coaches or coach's significant other.

By the end of October

- Submit initial budget to Manager Coordinator by November 1st. Budgeted amounts are not allowed to go over the caps.
- Collect volunteer and fundraising cheques from parents and hold until end of season. If a family does not volunteer then the cheque will be submitted to the Manager Coordinator. A volunteer cheque is required by every family, post-dated to April 30, 20XX, please have parents write volunteer deposit in the memo line. Make sure there is a list of all players with corresponding parents and to which child the parents contributed their volunteer and jersey deposit cheques. Board members, coaches, managers and treasurer's do not need to submit a volunteer cheque. Keeping the list updated is the duty of the volunteer coordinator for your team.
- Email a copy of the initial budget to the parents.

January

- Submit interim budget no later than January 31, 20XX.
- Keep transaction journal updated. Enter deposits and withdraws as they happen.
- Send a copy of the interim budget to your team.

March

- Make sure financials are in order for the end of the year.
- No less than a \$20 balance is to remain in the account to cover service fees.
- Submit final budget along with all supporting invoices to Manager Coordinator including what you plan to give back in parental contributions by March 15th, 20XX.



- The Manager Coordinator budget approval is required before any parental contributions are returned to parents.
- Etransfer or write cheques to for parental contribution refunds.

The Team Budget can include the following items:

Income

- Parental Contributions
- Jersey Bar Sponsorships
- Fundraising (max. 5)
- Corporate donations
- 50/50

Expenses

- Team Bill – 3 Payments, the invoice for which will be provided by the Association.
- Tournament Registration – Max \$5000
- Extra Practice Ice and Exhibition Games (Plus Refs and Time Keepers) – Max \$13,000
- Off Ice Development – Max \$500
- Third Party Development (Goalie Coach/Power Skating, etc.) – Max \$1500
- Team Supplies/Equipment - Max \$300
- Player Equipment and Apparel – Max \$275/player
- Coach Apparel – Max \$150/coach
- Team Building and office development - \$1,250
- Year End Party - \$1,000
- Non-parent coaches*
- Fundraising Prizes
- Exhibition Games (referees and ice)

*Non-parental coaches expenses are limited to travel, gas and meals incurred for away tournaments. Coaches' expenses are limited to two hotel rooms, gas, and a \$60/day per diem for meals, and a **maximum of 4** coaches. Any additional coaches their expenses must be paid out of pocket. The amounts above may also be offset by fundraising contributions from the coaches themselves, if they participate in any fundraising activities.

Fundraising

The Team Treasurer is responsible for ensuring the team's expenditures adhere to the limits outlined in the fundraising policy.

If the above established maximums are exceeded, then money must come from the parental contribution fund. Should a team wish to exceed the policy limits, they must seek approval from the Executive before doing so. Please refer to the fundraising policy for more details and clarification.

Fundraised money cannot be used for parental contribution or jersey sponsors.

Any time cash is handled, there needs to be no less than 2 individuals present. Each individual needs to sign and date a document (can be as simple as a piece of paper) stating the amount of cash on hand. Cash and document are given/taken by the treasurer for deposit. If treasurer is not present, another signatory should handle the cash in place of. Money should be deposited ASAP.

To review the policy in more detail, you can find it here: <http://chbawings.org/>



Budget Submission Due Dates

Budgets are to be submitted to the Association 3 times a year.

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| November 1 st | Preliminary Budget (email copy to parents) |
| January 31 st | Interim Budget (email a copy to parents) |
| April 30 th | Final Budget (email copy to parents) |

Bank Account

This requires informing the Manager Coordinator of the 3 signatories (Treasurer and 2 volunteer parents). The Team Manager **cannot** be a signatory on the account. Each team will have one bank account in the name of the team. Cheques drawn on the account will require a minimum of TWO signatures. The treasurer will always be one of the signatures on a cheque unless it is made out to the treasurer. All cheques should have references written on the line provided, and a photocopy should be kept as a record if the bank does not provide images. Cheques should be used to pay for everything, other than reimbursing parents for team purchases.

An agreement outlining the account policy must be signed by the 3 signatories and returned to the Manager Coordinator. This letter will be emailed to the treasurer.

Debit cards will be provided for the treasurer only. E-transfers will be permitted for deposit and payments only. Absolutely NO cash withdraw transactions are permitted with the bank card or via e-transfer. **Also, cheques should NOT be made out to 'cash'**. If a cheque is made out to "cash" the treasurer will be removed from the account. All transactions should be paid for by cheque or e-transfer, or a cheque issued to reimburse the person who paid. To be reimbursed, a receipt(s) must be provided before the cheque is issued. All purchases need to be documented.

At the end of the hockey season, the signatories will be removed from the account.

Year-End

Once the final team budget is approved by the Association, the remaining funding is either distributed to the parents as a reimbursement of their parental contribution or transferred to CHBAMHA. Again, final budget needs to be approved by the Manager Coordinator before parental contributions can be returned.

If you have any questions, please contact the Manager Coordinator, Mark Scholey at managercoordinator@chbawings.org.

Treasurer's Checklist (non-inclusive)

- Meet with Team Manager and Coach to discuss budget.
- Collect volunteer cheques from parents.
- Attend Manager's and Treasurer's Meeting.
- Send initial budget to Manager Coordinator (November 1, 20XX).
- Go to bank with signatories to sign signature card.
- Send interim budget to Manager Coordinator (January 31, 20XX).
- Send final budget to Manager Coordinator (April 30, 20XX).
- Email copies of initial, interim and final budgets to parents.
- Hand out parental contributions in cash, have them sign for it.
- Return any unspent funds to Manager Coordinator in cash or money order.



Association Address

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