



TREASURER MANUAL

Thank you for volunteering this hockey season. You are the keeper of the money. You are responsible for managing all the financial responsibilities of the team including collecting funds, managing bank accounts, tracking the budget and expenses, maintaining and reconciling all financial records, and keeping 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 Director, Manager/Treasurer and to the team members. (You can find a budget template on the Coaches' & Manager's page). The treasurer **cannot** be related to the head coach.

When teams are formed and team signatories decided, the treasurer and 2 other signatories will then be added to the account. The Director, Manager/Treasurer will not have access to team funds, the access will be to account statements. The Treasurer and 2 Signatories will meet with Scotiabank at an agreed upon date/time. Please let Nicole Poplar, Director, Manager/Treasurer (managercoordinator@chbawings.org) know once the team has decided who will be the treasurer and 2 signatories so you can be connected with the contact at Scotiabank.

First Two Weeks

- ☐ Meet with your manager to discuss initial budget (due November 15th).
- ☐ Draft an initial budget. You can request a sample budget for your team's level from the Director, Manager/Treasurer.
- ☐ Download the budget spreadsheet from the website. This is the mandatory spreadsheet to be used by all treasurers and forwarded to Director, Manager/Treasurer for all 3 budget deadlines.
- ☐ Contact Director, Manager/Treasurer 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. **Signatories can NOT be the manager, or coaching staff.**

November

- ☐ Submit initial budget to Director, Manager/Treasurer by November 15. 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 Director, Manager/Treasurer. 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 treasurers 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.

April

- ☐ 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 Director, Manager/Treasurer including what you plan to give back in parental contributions by April 15, 20XX.
- ☐ **The Director, Manager/Treasurer budget approval is required before any parental contributions are returned to parents.**
- ☐ E-transfer 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 Timekeepers) – 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 - \$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. For 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.

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 Director, Manager/Treasurer 3 times a year.

November 15 th	Preliminary Budget (email copy to parents)
January 31 st	Interim Budget (email a copy to parents)
April 15 th	Final Budget (email copy to parents)

Bank Account

This requires informing the Director, Manager/Treasurer of the 3 signatories (treasurer and 2 volunteer parents). The coaches and team manager **cannot** be a signatory on the account. Each team will have a savings and a chequing 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.

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

Debit cards will be provided for the treasurer only. POS transactions under \$200 are permitted with the bank card. E-transfers will be permitted for deposit and payments only. Absolutely NO cash withdrawal 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 to reimburse the person who paid. To be reimbursed, a receipt(s) must be provided before the cheque/e-transfer 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 Director, Manager/Treasurer before parental contributions can be returned.



If you have any questions, please contact the Director, Manager/Treasurer.

Treasurer's Checklist (non-inclusive)

- ☐ Meet with Team Manager and Coach to discuss budget.
- ☐ Collect volunteer cheques from parents.
- ☐ Collect parental contributions from parents
- ☐ Attend Manager's and Treasurer's Meeting.
- ☐ Send initial budget to Director, Manager/Treasurer (November 15, 20XX).
- ☐ Go to bank with signatories to sign signature card.
- ☐ Send interim budget to Director, Manager/Treasurer (January 31, 20XX).
- ☐ Send final budget to Director, Manager/Treasurer (April 15, 20XX).
- ☐ Email copies of initial, interim and final budgets to parents.
- ☐ E-transfer If applicable, returned parental contributions, if in cash, have them sign for it.

Association Address

51 Forest Hills Parkway
Box 15
Dartmouth, NS B2W 6C6