TEAM BANK ACCOUNT SET UP & CLOSING

BMO Banking Instructions

All Halifax Hawks teams are required to maintain a team bank account for the management of team funds. Please review the following information carefully to ensure your account is opened and maintained correctly throughout the season.

1. Team Treasurer Responsibilities

The team treasurer is responsible for creating and maintaining the team budget.

- All financial transactions must be processed through the team bank account. Personal bank accounts and cash netting are not permitted.
- Team budgets must be submitted to Beth by October 15 (flexibility is available with this deadline).
- There is a budget template under Forms on the Manager's "Binder" main page on the Hawks website

2. Opening Your Team Bank Account

Team bank accounts will be opened through BMO (Bank of Montreal). Our Branch is on 6371 Quinpool Road.

Team representatives are responsible for contacting BMO directly to schedule an appointment. Please provide as much advance notice as possible to ensure the bank can accommodate your requested meeting time.

BMO Banking Contact
Please contact Emily Harrison emily.harrison@bmo.com to make your appointment.
Emily will reply to confirm your appointment.

3. Required Documentation for your appointment:

Both authorized signing officers must attend the same appointment to complete the necessary documentation and signatures.

Please print off and fill out the BMO Signors form located on the Managers Page as #3.1

Please bring the following:

- A valid piece of government-issued photo identification for each signing officer (driver's licence, passport, etc.).
- A signed authorization letter from the Halifax Hawks Minor Hockey Association confirming that the two designated signing officers are authorized to open the team bank account.

BMO will complete the required banking documentation and signatures during your appointment.

4. End-of-Season Banking Requirements

Closing checklists will be circulated at the end of the season, along with the applicable deadlines.

- A minimum balance of $20 must remain in each team account at the end of the season.
- All end-of-season financial reconciliation and closing requirements must be completed within the designated timeframe.
- **The final deadline for completing end-of-season account closing requirements is April 26, 2027, with no exceptions.**