

Team Treasurer To-Do List for TASA Minor Hockey

This guide is for managing the financial responsibilities of your U9 team. It outlines important duties, from setting up a bank account to organizing fundraising activities and provides clear deadlines for financial reporting.

U9 Team Treasurer Duties

The team treasurer manages the team's finances to ensure transparency and organization. Key responsibilities include:

The Role: A team treasurer oversees the team's finances to keep everything organized and transparent. Duties typically include:

- **Budget Management:** Developing and managing the team's budget, including tracking income and expenses.
 - **Handling Payments:** Collecting fees from players or parents (e.g., contributions, cooperate donations, fundraising contributions) and ensuring payments for team expenses such as equipment, ice time, or travel.
 - **Financial Reporting:** Keeping accurate records of all financial transactions and providing regular financial updates to the team or the team's management/parents.
 - **Fundraising:** Assisting with planning and tracking fundraising activities and ensuring the funds are used appropriately for the team's needs.
 - **Compliance:** Ensuring the team complies with any financial guidelines set by leagues or associations.
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Bank Account Setup

- **Financial Institution:** Any institution can be used, but **personal accounts are not allowed**.
- **Account Name:** The account must be opened in the **name of the team**.
- **Signatures:** Two signatures are required on every cheque.
- **Authorization Letter:** Contact the VP of Finance (FinanceVP@tasa.ca) to get a letter authorizing the opening of the account.

Parent Contributions

- **Maximum Contribution:** A parent contribution of up to **\$300 per player** can be collected to cover team expenses.

- **Corporate Contributions:** These are considered **fundraised funds** and not part of the parent contribution.
- **Additional Contributions:** More funds may be requested from parents later in the season if necessary. **\$17,000.00** is the total amount allocated or raised for U9. NO need to go that high.

Budget Submission

- **Budget Template:** Teams must use the provided budget template, which can be found through the league (likely shared via a link or portal).
 - **Submission:** Budgets should be submitted to both the **Finance VP and Division VP** by the date set at the team managers' meeting (November 15th)
 - **Consequences of Non-Submission:** Failure to submit on time could lead to a loss of practice times, travel permits, and/or exhibition game permits until the budget is received.
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Approved Expenditures for Parent Contributions:

1. **Team Equipment:** Reasonable purchases like pylons, pucks, and first aid kits.
2. **Ice Costs:** Includes TASA-billed ice and any additional ice rented for development or exhibition games.

Fundraised Money Approved Expenditure List:

3. **Team Tournament Entrance Fees:** Covered by fundraised money.
4. **Team Items:** Name bars, door banners
5. **Fundraising Expenses:** Costs for organizing fundraising (e.g., 50/50 tickets, sponsor bars).
6. **Team Building Events:** Up to **\$750**, such as team dinners during tournaments.
7. **Year-End Party:** Maximum of **\$1,000**.
8. **Volunteer Fees:** Costs like CRC (Criminal Record Check), coach bench fees, or courses for additional staff.
9. **Team Administration Expenses:** Bank fees, game sheet stickers, etc.

Prohibited Expenditures:

- **Alcohol** and **lottery tickets** cannot be used for fundraising or as prizes, as it violates the Alcohol and Gaming Authority Act.
- **Personal Items** like clothing, water bottles, photo books, or tickets to sporting events cannot be purchased with team funds (either from parent contributions or fundraising). These must be purchased voluntarily by parents outside of the team budget.

Unapproved Expenditures: Any expenditure not on the approved list must receive **written approval from the VP of Finance** before proceeding.

Team Budget and Fundraising Guidelines for TASA Minor Hockey

Financial Reporting Deadlines and Requirements

- **November 15th – Expected Budget**
- **February 15th – Interim Financial Statement**

By February 15th, the team manager and treasurer must submit an **interim financial statement** that includes projected year-end balances. This report must be accompanied by copies of bank statements up to January 31st. The interim statement ensures that spending is on track and provides parents with an update on the team's financial standing.

- **April 25th – Final Financial Statement**

The final financial statement, due by April 25th, provides a comprehensive summary of all income and expenses for the season. Parent contributions cannot be returned until:

- Approval has been granted by both the team's VP and VP of Finance.
 - The Equipment Manager has confirmed that **all u9 Goalie Gear** has been returned.
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Fundraising Coordination

The team manager will work closely with the treasurer and other parents to plan and oversee fundraising activities. All efforts must comply with the [TASA Financial Policy](#), ensuring that funds raised are allocated according to the approved budget. Clear communication with parents about fundraising goals, methods, and expectations is essential to maintain transparency.

By adhering to these guidelines and meeting financial reporting deadlines, teams uphold the financial integrity of TASA Minor Hockey and help ensure a successful season for all participants. Please refer to the **TASA Financial Policy** or contact your team manager for further details.

Do's and Don'ts of AGD-Permitted/Licensed Events

1. Payment Methods

- **Acceptable Payments:** Only cash or cheque is allowed for collecting funds or paying out winners. All transactions must go to a TASA account; personal accounts cannot be used.
- **Prohibited Online Payments:** Accepting e-transfers or PayPal will jeopardize TASA's ability to apply for permits/licenses for the entire

organization. Those using e-transfers risk personal account audits and potential government bank freezes, as occurred with the Sackville Flyers organization a few years ago.

- **Portable Payment Terminals:** TASA now offers portable debit/credit terminals for collecting funds during events. These can be used for 50/50 ticket sales, raffle ticket sales and product sales (e.g., chocolate bars outside of sobeys). Reach out for more information if this may benefit your team.

2. Social Media Guidelines

- **Advertising:** We can promote our draws, fundraisers and sales online. However, we must not state that we accept online payments like e-transfers.

3. Geographical Restrictions

- **Ticket Sales:** Licensed or permitted tickets can only be sold to residents of Nova Scotia who are 19 years of age or older. **New laws prohibit sales to individuals outside the province.**

4. Unpermitted Types of Draws/Fundraisers

- **Acceptable Prizes:** NSLC gift cards are acceptable; however, alcohol and drugs are not.
- **Ticket Requirements:** All tickets must be physical and include the purchaser's information. Printed tickets should have a ticket number, lotto permit number, and the purchaser's name and contact info. Selling "squares" is not permitted by AGD.

5. Game Day 50/50 Tickets

- **Definition:** A Game Day 50/50 draw awards half of the total ticket sales as the prize, with the winner drawn from a container (unless using a digital selector pre approved by AGD) where the draw will start and end within 1 hockey game.
- **Permit Requirements:** Same-day 50/50 draws require a specific permit. Ticket sales can only begin when the game starts, and the winner must be drawn before the second period buzzer.
- **Winner Notification:** Ticket holders must be present to claim their prize. If a winner does not come forward, multiple announcements should be made, and a new winner will be drawn if necessary.
- **Payment:** Only cash, debit, or credit payments in person are accepted; no online sales are allowed.

6. AGD Licenses and Permits

- **License Requirements:** Teams conducting 'games of chance' (e.g., 50/50 draws, raffles) must obtain a lottery license (for prizes over \$4,000) or a permit (for prizes under \$4,000).

[Application Process: For Permits \(under \\$4,000\):](#)

- Submit applications to AGD by the Team Manager
- Permits do not require TASA approval; licenses do.
- Ensure to search "TASA" and not the individual team name.
- When asked "What will the funds be used for?" do not select "other" to avoid delays.