



SGMHA TREASURER'S HANDBOOK

Each team requires one (1) individual per team to assume the role of team treasurer. The Team Treasurer is one (1) of two (2) required signatures for the team bank account. The other signature required is from the Team Manager.

Signatories cannot be connected in any way, such as, but not limited to: spouse, direct relation to, or residing within the same household.

- In conjunction with the Team Manager and Head Coach, the Team Treasurer will develop a team budget and forward it out to the team for approval. Team Budgets need to be approved by approximately 80% of the families on the team. The following will occur for lower team roster sizes for team approval: 10/13 families, 11/14 team families. 12/15 team families. 13/16 team families, 80% or more for higher numbers for rosters.
- Provides copies of team financials, budgets, etc. to the SGMHA Administrator and/or SGMHA Chair of Finance as requested.
- Collect, communicate and manage team funds.
- Must maintain team financials that are current and up to date to within a week of any deposits or cheques/withdrawal transactions occurring.
- Must email individual player summaries to each family after the Dec & Feb review has been completed by the SGMHA Administrator.
- Respect the use and access of team email addresses. It is required that BCC: is used when emailing families as a group, unless ALL families agree otherwise.
- Retain AGLC files and licenses; as regulated and mandated by AGLC.
- Issue cheques as required, for approved expenses and is responsible for all team deposits.
- Oversee all fundraising events to ensure they are following the SGMHA fundraising policies, guidelines, regulations



HOW TO CREATE A BUDGET:

The following outlines how the Head Coach, Team Manager and Team Treasurer should build out a proposed budget for a team. The objective is to remain consistent, fair and to protect parents and players from excessive or extreme situations.

Your budget is only a proposal and must be approved by the team.

It is important to understand that not all parents have the same financial resources. Some parents may have difficulty affording hockey and need to fundraise. It's also unlikely a parent will publicly complain about costs in a team meeting - please be sensitive to this. Not all parents have the same commitment level for extra team activities. It is also recommended that the timing of fundraising activities is considered to ensure you have funds available to pay for team expenses as they arise.

On the Team Financial Templates there is a tab where the budget details are to be entered. Examples of costs may include, but are not limited to:

- Additional ice time above the ice time allocated by SGMHA
- Tournament Fees (for Tiered Teams please include a cost of approximately \$240 for EMHW Registration Fee, participating in this event is decided by the teams (unless EMHW decides otherwise in October)
- Team Apparel
- Team Social Events
- Travel Costs
- Player Development (ie dryland training etc)
- Misc Expenses (year-end gifts, receipt books, office supplies)
- EFHL Black outs and League game rescheduling are both \$100 each.

Some items to consider when developing the budget:

- Ice costs fluctuate depending on the facility and time that you may be looking at booking (i.e. morning ice at the TLC/Agrena are approx. 1/2



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the price of prime-time ice at these facilities, prime time open ice picked up through the association is charged out at \$158/hour. Ice booked by the team through outside facilities such as RQB, Calahoo, River Cree, etc. will generally run between \$200-\$350 per hour booked). SGMHA will not book outside arenas for any team for the SGMHA rate. Anything booked by yourself and not from our SGMHA contracts are the arena cost to the team.

- Ref costs for exhibition game are based on Hockey Alberta Referee Rates and not league rates.
- EQUIPMENT DEPOSIT IS NEW THIS YEAR AND MUST BE ADDED TO YOUR BUDGET. All U7 teams will be paying \$250/team to the office, U9-U18 will be paying \$500/team to the office. (Refunded at the end of the season upon equipment return)
- Extra practices for tiered teams are not limited to any amount for the season. It is recommended each team pick up at least one extra ice slot a month for extra ice time.
- Teams are scheduled for 1 practice each week up to the end of February, with the exception of the Christmas Break where no scheduled practices are booked. If a team would like practices during the Christmas Break or once Playoffs commence (during the month of March), please ensure you include those costs in your budget so that you have the funds to pay for any ice picked up.
- Teams can book dryland as required, once again it is important to solicit feedback from parents so the team can agree on a commitment level.
- It is recommended that teams only opt to participate in no more than two tournaments (1 home and 1 away). Costs for tournament entry fees can range anywhere from \$800-\$2500 depending on the level of play. Also keep in mind that families will need to cover costs of hotel, meals etc for any away tournaments which would be outside of the team budget costs.
- It is recommended that teams if purchasing apparel do so in the form of hoodies, practice jerseys or toques, keeping the costs reasonable. Team Jackets, tracksuit, can add up in costs as well families may not want to spend extra for a jacket or tracksuit that the player may only wear for 1 season.



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- APPAREL IS NOT TO COST MORE THAN TEAM DEVELOPMENT FOR THE SEASON

Your proposed Budget Detail must be provided to the SGMHA office by Oct 31 of the current season as follows:

An email that identifies your team and provides confirmation that the attached budget has been approved by a minimum of approximately 80% (10/13, 11/14, 12/15, 13/16 team families, 80% or more for higher numbers for rosters.)

- (i.e. a copy of signatures or approval or stated that the Team Treasurer has emails on file of the approximately 80% of approval).
- Also email a PDF of the Budget Detail Tab on the Team Financial Template.

The intention of a cash call is to provide immediate cash flow for a team's operations and activities. The amount of a cash call should be appropriated for the budget. Cash calls should not be made in the absence of an approved team budget.

Oct 31st is the deadline for an initial budgeted cash call to be paid to the team and is recommended to be a min of 1/3 of the teams approved budget.

Where a cash call is a financial hardship, the Team Treasurer and/or Team Manager should discuss options in private with the family for payment arrangements to be made either bi-weekly or monthly and/or additional fundraising opportunities that can be used for the family to generate the funds needed. Any arrangements for payment should be signed off by both the Team Treasurer and family.

While payment arrangements are on a case-by-case basis, the aim should be to have the full anticipated budgeted funds paid to the team by Dec 31st (either by way of fundraised money or direct payment by the family).



BANK SET UP:

SGMHA requires that each team use the designated team bank account set up by the association at Servus Credit Union in Spruce Grove. To ensure complete transparency, all team funds are to flow through the team account for cash calls, fundraising, team expenses, etc.

The office will send the treasurer and manager forms to be completed to get the team account prepared. **Please do NOT make appointments at the bank for this.** This is all done online. Please DO NOT reach out to the bank.

Each team requires two signatories - the Team Treasurer and a second signatory (the Team Manager). The two signatories cannot have a personal relationship or reside within the same household. The segregation of duties ensures that no single person is responsible for a transaction from start to finish.

Signer Change Over Form Requirement and Process

Once the bank changes over the signors, you will receive a Docusign from the bank to sign. Once the required docusign forms have been completed by both parties (team signors on the account), the bank will inform the SGMHA office of the completion of the paperwork and an email will be sent to you to arrange to pick up your team's cheque book and deposit book.

In the interim, while you wait for the paperwork to be processed, if you have any expenses that need to be paid or cheque deposits, please contact the office. A cheque will be issued from your team account (provided there are funds in the account) or any cheques/cash can be dropped off at the office to be deposited into your team account to avoid any delays with team transactions.

E-transfers for payments from the team account are NOT available. Bank cards are not allowed to be issued on the team bank account. This is to ensure there are two approvals for every team expense paid for from the team account.



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**** If a one-time payment needs to be made, (tournament, large fundraising order) the office can make that payment for your team on your behalf****

BOTH TEAM SIGNING PARTIES NEED TO BE ON THE REQUESTING EMAIL THE OFFICE

E-transfers can be sent in to the team for families or donations to forward any funds to the team as required (either a cash call or for fundraising). Your team e-transfer account (team NUMBER @ SGMHA.NET) eg: sg301@sgmha.net, u72@sgmha.net. Families need to inform the treasurer what the funds are for being sent and please put in the e-transfer memo. Team emails and passwords will be sent shortly after team formation.

These are automatic deposit to the team account. The manager and treasurer will have access to the email account to see the transactions have been sent.

Any cheques written to a team for deposit are to be made out to the team's SGMHA name (ie SG407, U7-3, U15AAA) Any cheque written to any other name will not be accepted.

When funds are received from a family on the team that is CASH or CHEQUE, a receipt is to be issued. The receipt should have the following information:

- Date of when the funds were received
- Type of funds received - cash or cheque
- Amount of the funds received
- Team Name the funds were issued to and name of person receiving the funds

(**PLEASE NOTE: if you have a fundraiser person collecting funds, they should have their own receipt book to issue funds received, and then when they forward the funds to the Team Treasurer to be deposited, they should receive a receipt for the funds they gave to the Team Treasurer). Receipt books can be purchased at the dollar store.

Deposits can be made using the night deposit or in-person through a bank teller. All funds received must be deposited as soon as possible. A deposit book will be supplied and should be used for all deposits being processed (it is recommended that if cash is being deposited, on the deposit book copy kept by the team (the yellow slip) a breakdown of the funds is listed, ie family name, amount and



purpose).

Cheques written from the team bank account require two signatures. When writing a cheque, please fill out the description line and, if one is available, write the invoice number on the memo line. Cheques ARE NOT to be made out to cash.

SGMHA Team Financial Guidelines & Policy are intended to meet the accounting standards of our governing bodies, to reduce the risk of fraud and susceptibility to phishing scams, to ensure that all transactions cannot be redirected into an account at another bank, and to ensure that all transactions are traceable in the event of an audit. Therefore:

- Use of personal bank accounts is NOT permitted
- Cheques are NOT to be made out to cash
- In situations where payment is CASH ONLY (for example officials for games), it is recommended to write a cheque to the manager or treasurer to obtain the cash and detail that cheque for what the amount will be for. (Ex. Nov 1,5,8,15 refs for games, etc)

At the end of the season, once all team activities have been completed, the following process is to be followed:

- All final team expenses are to be paid out and recorded on the team financials. Please do not mail out any cheques at this time so there is no delay in them being processed and clearing the team bank account. If a cheque needs to be mailed, please contact the office for other options.
- Ensure that all player accounts have a zero or some funds in their player account with the team. If a player account is in arrears, please collect the funds from the parent to clear up any outstanding amounts.



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- Forward the final team financials to the office for review and arrange to drop off the team cheque book and deposit book to the office. Team financial back up is to be kept for 6 months as of the end of the SGMHA fiscal year is May 31 (June - December). If you do not want to keep the team financials, please forward them in an envelope marked with your team name when dropping off the cheque book and deposit book.
- Once the final review is completed by the office an email will be sent by the office to the team for final approval, and the funds transferred from the team account to SGMHA to close out the account for the season.
- Once all families have responded, any funds remaining in a players account will be disbursed by the office either to the family or SGMHA Financial Assistance Fund in support of players in our league who are struggling to meet the financial demands of hockey. PLEASE NOTE: Refunds back to families is only up to the amount of funds received directly by the family to the team, **extra fundraised funds are not refunded back or carried forward as these funds cannot be used towards personal gain**. There are NO exceptions to this rule as it is set forth by our Alberta Non-Profit governing body.

Additional expenditures that arise during the year that a team wishes to participate in that are NOT in the initial approved budget, should be discussed with the parents and a vote taken to confirm interest. If there is approximately 80% interest then ONLY the families interested in participating in the activities are then allocated the costs associated to the activity unless those who voted against it attend. If anyone attends an event they voted against, they are still required for the costs.

Please note: The Chair of Finance in conjunction with the SGMHA Administrator will settle disputes as they see fit.