



Team Treasurer

We require one (1) individual per team to complete this task. Duties of the Team Treasurer include but are not limited to:

- Respond to directives of the SW Hockey Board, and operates the team finances within established policies, guidelines and regulations.
- Maintains **all** invoices and receipts (not AGLC related) for a **period of 6 months FOLLOWING the end of the hockey season** (April to September), in the event any financial review is required. AGLC related paperwork is to be kept on file, as mandated by AGLC.
- Send a request to the Administrator to obtain a letter of authorization to open a team account.
- In conjunction with the Team Manager, will open the team bank account.
 - Must obtain the authorization letter from the SW Hockey Treasurer.
 - Must open the account in accordance to the SW Hockey naming convention.
 - Issue cheques for approved expenses.
 - Responsible for team deposits.
- Is one (1) of two (2) required signatures for the team bank account. The other signature required is from the Team Manager.
 - **NOTE:** signatories can **NOT** be connected in any way. Such as; but not limited to: spouses.
- **Team Naming Convention;**
 - Open the team bank account along with the Team Manager, under the Southwest Hockey designated team name, as per the Authorization Letter; **Example: U11 SW 5.**
- Develops, maintain and distributes the team budget which is to be agreed to agreed to **by a minimum of 75%** of the families on the team.
 - **This should be noted in the Parent Meeting Minutes;** from the start of the season.
- Provides copies of team financials, budget etc., to the SW Hockey Treasurer or SW Hockey Assistant Treasurer; as requested.
- Collect, communicate and manage team funds.
- Must maintain current budget details of the team.
- **Must email monthly budget updates** to the team; even if there were no changes.
- Respect the use and access of team email addresses. It is **required** that **BCC:** is to be used when emailing families; unless **ALL** families agree otherwise.
- Ensures that all AGLC regulated fundraising is completed and submitted within the deadlines established by AGLC, and the teams' approved license.
- In conjunction with the Team Manager; retains AGLC files and licensing; as regulated and mandated by AGLC.
 - If the team had a specific volunteer who managed the AGLC license who was not the Manager or the Team Treasurer; then the volunteer whose name is on the license should hold the files (in the event that AGLC does an audit), with copies also being provided to the Team Treasurer and Manager.
- Provide 'Proof of Closure' to the SW Hockey Administrator at the conclusion of the season.
- Forward **excess 'publicly raised funds'** to the SW Hockey Association.
- Issue cheques as required, for approved expenses and is responsible for all team deposits.
- Teams are permitted to budget for **up to \$10,000 annually.**
 - Detailed financial accounting must be provided to the SW Hockey Treasurer on November 30th and February 28th.
- Teams are permitted to budget over \$10,000, but must:
 - Notify the SW Hockey Treasurer via email – their intention to carry a budget over \$10,000.
 - Provide use of the funds, method of fund raising including a detailed financial plan by November 30th.
 - Provide, via email, monthly detailed financial statements to the SWH Treasurer and Assistant Treasurer monthly.