



## Southwest Hockey Association

107, 333 Shawville Blvd. SE, Calgary, AB, T2Y 4H3  
403.263.7510  
[www.southwesthockey.ca](http://www.southwesthockey.ca)

### **YEAR END FINANCIAL REPORTING:**

In addition to the monthly financial updates that should have been sent to all the families on your team this season, Team Treasurers must also prepare an End of Season Actual to Budget Report to be provided to all parents on the team, as well as the Southwest Hockey Treasurer: [treasurer@southwesthockey.ca](mailto:treasurer@southwesthockey.ca)

The report should detail all monies raised, and all monies spent by the team compared to the budget approved by the parents at the beginning of the year. Any **non-publicly raised funds** remaining at the end of the hockey season can be distributed equally to the parents (ONLY up to the amount of the cash call(s) that were respectively contributed). Remaining funds can also be donated; please contact the SW Treasurer for further details. **If there are unused publicly raised gaming funds left over - these CANNOT be given to the parents.** These funds **MUST** be donated to a not-for-profit.

**The following items are to be sent to the SWH Treasurer, no later than MAY 1, 2024:**

- Copy of the Actual to Budget Report (Excel statement) that was sent to parents.
- Confirmation that the excess funds were distributed to the parents or donated.
  - If monies were donated, indicate the amount, and who the beneficiary was.
- Proof of Bank Account Closure. This receipt needs to indicate the bank account has been closed.
  - A 'zero balance' does not mean the account was actually closed.

### **RAFFLES/GAMING:**

Important reminders for teams using 'gaming' as a means of fundraising for their team during the season:

- 1) A summary of your raffle/gaming fundraising results must be **sent to AGLC** using the prescribed form (received with your license) within 60 days of your raffle date.
- 2) **Raffle & gaming proceeds can only be spent on uses as outlined as acceptable uses of gaming funds by the AGLC.** Acceptable (*must be AGLC approved*); uses may include items such as: tournament registration fees, travel costs within Alberta, ice rental, and referee fees. The following are **NOT** acceptable uses of raffle/gaming funds - social events/team building, apparel for either players or coaches, coach gifts, practice jerseys, socks. **If there are unused publicly raised gaming funds left over - these CANNOT be given to the parents.** These funds **MUST** be donated to a not-for-profit.
- 3) Ensure you **keep all records related to the raffle** (including ticket stubs, winning tickets, reconciliations of tickets sold, bank statements, receipts/invoices for expenses paid with gaming funds, etc.) **for 2 years after your raffle date.** Refer to AGLC rules for more detail. AGLC can request these from your team. Failure by teams to follow AGLC rules threatens our ability to fundraise using Raffles/Casinos

Financial Reports may be reviewed by Southwest Hockey in detail to ensure funds have been used appropriately and may request further information if needed. If you have any questions, please let me know.

*Ann Driscoll*

Ann Driscoll | Southwest Hockey Treasurer  
[treasurer@southwesthockey.ca](mailto:treasurer@southwesthockey.ca)