

Southwest Hockey Association

Team Treasurer Meeting

October 2023

Budget & Team Communication

- Team Management – plan for season
- Parent's meeting – 75% consensus for plan
- Email team financials to parent group **at minimum** half-way and end of season so no surprises with budget/season planning
- Recommend updating parents monthly – even if an email from TeamSnap.

Fundraising

- How to raise funds?
 - Cash call
 - Bottle Drive
 - Pub night, silent auction
 - Company donations
 - AGLC fundraising – 50/50, raffle
 - FlipGive
 - Co-Op Grocery Cards

Budget: Template

Team:

Example: U11 Southwest 5 Blue

& AGLC Policies. Questions? Contact treasurer@southwesthockey.ca

| | Unrestricted Team Funds | AGLC Funds (Restricted Use) | Unrestricted Team Funds | AGLC Funds (Restricted Use) | Unrestricted Team Funds | AGLC Funds (Restricted Use) | |
|--|-------------------------|-----------------------------|-------------------------|-----------------------------|-------------------------|-----------------------------|--|
| Revenues | | Budget Estimate | | Actual Revenues | | FYI - Differences | |
| Bottle Drive | \$ 600.00 | | \$ 1,000.00 | | \$ 400.00 | \$ - | |
| Raffle (WestJet) | | \$ 2,000.00 | | \$ 3,000.00 | \$ - | \$ 1,000.00 | |
| Raffle (Grey Cup / Loser Pool) | | \$ 1,000.00 | | \$ 1,500.00 | \$ - | \$ 500.00 | |
| Raffle (Wine / Gift Basket Draw) | | \$ 1,000.00 | | \$ 1,500.00 | \$ - | \$ 500.00 | |
| Donations (Eg. Benevity) | \$ 500.00 | | \$ 600.00 | | \$ 100.00 | \$ - | |
| Spolumbo's Sausages | \$ 500.00 | | \$ 800.00 | | \$ 300.00 | \$ - | |
| Flip Give | \$ 500.00 | | \$ 500.00 | | \$ - | \$ - | |
| Cash Call #1 (\$100/player - 18 players) | \$ 1,800.00 | | \$ 1,800.00 | | \$ - | \$ - | |
| Cash Call #2 (\$100/player - 18 players) | \$ 1,800.00 | | \$ 1,800.00 | | \$ - | \$ - | |
| Total Revenues | \$ 5,700.00 | \$ 4,000.00 | \$ 6,500.00 | \$ 6,000.00 | \$ 800.00 | \$ 2,000.00 | |

| | Unrestricted Team Funds | AGLC Funds (Restricted Use) | Unrestricted Team Funds | AGLC Funds (Restricted Use) | Unrestricted Team Funds | AGLC Funds (Restricted Use) | |
|---|-------------------------|-----------------------------|-------------------------|-----------------------------|-------------------------|-----------------------------|--|
| Expenditures | | Budget Estimate | | Actual Expenses | | FYI - Differences | |
| Tournament 1 Fee | | \$ 1,500.00 | | \$ 1,500.00 | \$ - | \$ - | |
| Tournament 2 Fee | | \$ 1,500.00 | | \$ 1,500.00 | \$ - | \$ - | |
| Tournament 3 Fee | | \$ 1,500.00 | | \$ 1,500.00 | \$ - | \$ - | |
| Player Meal (\$250 per tournament) | \$ 750.00 | | \$ 780.00 | | \$ 30.00 | \$ - | |
| Refs for exhibition games | | \$ 160.00 | | \$ 150.00 | \$ - | \$ (10.00) | |
| Extra Ice (3 hrs @ \$250) | | \$ 750.00 | | \$ 750.00 | \$ - | \$ - | |
| Approved Instructor - Power Skating | | \$ 200.00 | | \$ 260.00 | \$ - | \$ 60.00 | |
| Player S.W.A.G (Apparel, Decals, etc) | \$ 800.00 | | \$ 700.00 | | \$ (100.00) | \$ - | |
| Team Building Activity #1 | \$ 550.00 | | \$ 550.00 | | \$ - | \$ - | |
| Team Building Activity #2 | \$ 550.00 | | \$ 500.00 | | \$ (50.00) | \$ - | |
| Miscellaneous (game sheets, labels, etc.) | \$ 50.00 | | \$ 35.00 | | \$ (15.00) | \$ - | |
| Raffle Ticket Printing | \$ 400.00 | | \$ 350.00 | | \$ (50.00) | \$ - | |
| Banking Fees | \$ 40.00 | | \$ 40.00 | | \$ - | \$ - | |
| Year End Coach Thank you Gifts | \$ 250.00 | | \$ 250.00 | | \$ - | \$ - | |
| Year End Party / Player Gifts | \$ 700.00 | | \$ 600.00 | | \$ (100.00) | \$ - | |
| Total Expenses | \$ 4,090.00 | \$ 5,610.00 | \$ 3,805.00 | \$ 5,660.00 | \$ (285.00) | \$ 50.00 | |

| | | | | | | |
|---|--------------------|----------------------|--------------------|------------------|--------------------|--------------------|
| VARIANCES (Revenue vs Expenditure) | \$ 1,610.00 | \$ (1,610.00) | \$ 2,695.00 | \$ 340.00 | \$ 1,085.00 | \$ 1,950.00 |
|---|--------------------|----------------------|--------------------|------------------|--------------------|--------------------|

| | |
|--|--|
| End of Season - Unrestricted Team Funds Remaining | End of Season - AGLC Funds (Restricted Use) |
| Number of Players | Excess AGLC Raised Funds MUST be donated to |
| 18 | |

Budgets Over \$10,000

- Individual teams may raise in excess of \$10,000
- HOWEVER – must notify SW Hockey Treasurer and Financial Coordinator
- Provide team budget to Treasurer by November 30, 2023, and February 28, 2024.
- Report monthly reporting to the Financial Coordinator (or Treasurer as backup)

Bank Account

- Obtain Letter from Association - stating team name and signers. Need full legal name of both the Manager & Team Treasurer.
- ScotiaBank will be at Cardel on October 21 (9am to noon) to open team accounts. **** Must give me notice if you want to open an account with Scotia.
- Can open accounts with any bank
- Set up “Community Account” offered at most banks
 - Low monthly fees (range \$2.50 – 4.95)
 - Includes free cheques and statements
- If you are AGLC fundraising – bank account required!

Cash Call Policy

- Deadline to collect cash call is October 31.
- Cash call may be returned depending on other fundraising initiatives. Return any funds to the parent/guardian who made the cash call. AGLC funds cannot be return.
- Manage any financial hardship discussion in private (involve Manger / Head Coach). Monthly payments are an option.
- Failure to comply with the Cash Call Policy may result in a member becoming a “Member not in Good Standing”.

AGLC

- Any fundraising that includes an element of chance requires an AGLC License
 - Raffle, 50/50 – license needed
 - Puck toss, silent auction – no license needed
- 1. Apply for team AGLC eligibility
- 2. Apply for an internet account – can get license online at no charge, able to submit reports online
- Links on Southwest website

AGLC

- State team's Use of Proceeds in eligibility application:
 - Ice, referees for exhibition games
 - Tournaments and related tourney travel expenses
 - Additional developmental sessions
- NOT ACCEPTABLE: team parties, coach gifts, team swag

AGLC

- Financial reports must be submitted within 60 days of the draw/event
- Keep all bank statements, receipts and tickets for 2 years in case of AGLC audit
- Use your funds appropriately – AGLC will fine and/or sanction teams that misuse funds

Season Wrap-Up

- Any unused funds raised through cash calls can be returned to the parents contributing
- Any unused funds raised through AGLC-fundraising must be donated Southwest Hockey Association
- Final team financial report and bank closure confirmation must be sent to Financial Coordinator & Administrator at end of season
- Bank Account must be closed by end of season

Season Wrap-Up

- Email team financials to parent group **at minimum** half-way and end of season so no surprises with budget/season planning
- Recommend updating parents monthly – even if an email from TeamSnap.

Questions?

- Please contact Ann Driscoll (treasurer@southwesthockey.ca) any time during the season if you have questions