



Southwest Hockey Association

TEAM TREASURER MEETING --- 2024-2025

WELCOME



MEETING AGENDA

- Treasurer Role
- Treasurer Guide
- Communications
- Budget Management
- Bank Account
- Cash Call Policy
- AGLC
- Year End Reporting / Wrap-Up
- Contacts
- Questions





ROLES & RESPONSIBILITIES



Bank Accounts

Responsible for opening account with Team Manager

Collect and deposit team funds, timely and accurately



Communicate

Responsible for timely team communications

Ensure are respectful communications

Liaise with Team Manager & SWH Financial Coordinator



Team Budget

Develop & Maintain the budget

Distribute and keep the team budget up to date at all times

Monthly Reporting



AGLC

Ensures all AGLC regulated fundraising is followed

Submits all AGLC required reporting as per AGLC deadlines



Administrative

Maintains all invoices and receipts for 6-months following end of the hockey season

Closes team bank account, and submits required end of season reporting

TEAM TREASURER NOW WHAT?!

YOU'RE THE TEAM TREASURER! NOW WHAT?!

The Team Treasurer is one of the positions on your Minor Hockey team.

While the Head Coach, Team Manager and Team Treasurer are all responsible for the team finances, ultimately the Team Treasurer is the person responsible for focusing on the team finances to ensure everything is being accounted for.

Brief overview of this position is:

- ❖ Collecting, Banking, and distribution of funds;
- ❖ Budgeting;
- ❖ Tracking income and expenses
- ❖ Provide accurate and timely reports to the family members on your team, and the Association.

TREASURER GUIDE

Be sure to review the Team Treasurer Guide that can be found on the Association website.

[Team Treasurer Guide](#)

This Guide provides an overview of the season



PARENT MEETING

A Team (Parent) Meeting is important to the successful operation of any team, and as such, it is a *requirement* of the Association.

Part of the Parent Meeting is to discuss the budget, whereby initial activities, expenses and the forms of fundraising to consider, should all be reviewed.

Based on that information, the Team Treasurer then compiles the Team Budget and distributes it to the parents/guardians.

The Team Budget must be approved by 75% of the parents at the beginning of the season.

More about budgets later in the presentation.

TEAM FINANCES

1

General

Additional activities such as: tournaments, exhibition games, team social events, apparel; fall outside the scope of the SWH Program. These are team level expenses.

2

Team Budget

Determining budgets happen at the team level, **and are to be approved by 75% of the parent group.** Teams should be reasonable when determining a budget.

3

Budget Models

Teams can use a combination of the following to support the team budget:

Fundraising Model
Parent Funded Model
Sponsorship Model

4

Cash Call Policy

A Cash Call is a dollar amount paid by the parent to the team to help fund the team budget.

OCT 31st is the deadline to have this paid to the team bank account.

BANKING / BANK ACCOUNT

It is important to ensure there are 'checks and balances' in place so funds are not misappropriated.

- ❖ Team Manager and Team Treasurer are the signatories (unless related).
- ❖ Debit cards are NOT permitted for withdrawals.
- ❖ Outgoing funds REQUIRE two (2) signatures.
- ❖ Outbound Electronic Fund Transfers (or "EFT") are not permitted unless the EFT approval process on the bank's system requires two authorizations for EFTs for every transaction
- ❖ Team Treasurers are to monitor the Team Bank account to ensure there are no anomalies happening with the funds.

BANKING / BANK ACCOUNT

Continued;

- ❖ Parents / Guardians do have the right to inquire about team financials at any point of the season. **This is why it is beneficial to send out monthly updates.**
- ❖ Any unforeseen expenses that arise should be discussed with the Team Manager/Head Coach and parents **BEFORE the transaction takes place.** Especially because an “unforeseen expense” would not have been in the original budget.
- ❖ **Ensure you have a receipt for ALL transactions,** in the event the team financials are reviewed. Receipts need to support the team budget expenses.

CASH CALL POLICY

WHAT IS A CASH CALL?

The cash-call is a dollar amount paid by the parent / guardian to the team in order to help fund the team budget. This amount may be returned by the end of the season; depending on the success and method of team fundraising.

Deadline: October 31st is the deadline for cash calls to be paid to the team

Where a cash call is a financial hardship, the member could do monthly payment arrangements between October and December 1st. While alternate arrangements are on a case-by-case basis, the aim should be to have the cash call paid by December 1st.

If for some reason and agreement cannot be reached, the Team Manager can contact the Administrator to review.

CASH CALL ACCOUNTABILITY

Members need to be accountable to their team with regards to contributing to the team budget.

Failure to comply with the Cash Call Policy, **MAY** result in becoming a “Member not in Good Standing”, because team budget expectations are applicable to all families on the team.

Payment arrangements can be made on a case-by-case basis.

BUDGET MANAGEMENT

Send the approved team budget to financial@southwesthockey.ca by November 1st, also indicating the % that the budget was approved by.

1. Consistently track and document all team revenue and expenses.
2. Send MONTHLY updates to parents/guardians, as well as the Association Financial Coordinator. Even if there are no changes, this is what the update would be.
3. Include a screenshot of the account balance on a MONTHLY basis, to the parents/guardians, including any additional notes in order to confirm that all funds have been accounted for.

**BUDGETS
OVER
\$10,000**

Individual teams may have team budgets in excess of \$10,000; although the Team Treasurer must notify (via email), the Financial Coordinator of their intention to carry a budget over \$10,000.

Teams must provide a copy of their budget that would also include the use of funds, all methods of fundraising and duration of project(s) in their financial plan by NOV 30th.

The Financial Coordinator will provide updates to the Southwest Hockey Board of Directors.

BUDGET MANAGEMENT

If the team expenses and revenue **are trending to NOT be in-line with the agreed to original budget**, the Team Treasurer needs to bring this to the attention of the Team Manager and the Head Coach.

A follow up Parent Meeting may need to be required in order to discuss the anomalies; whereby a **reapproval of the budget, again by 75% would be required**.

There should be no reason, if budgets are being reviewed on a consistent monthly basis, for there to be any “surprises” at any point of the season.

FUNDING THE TEAM BUDGET

How to fund the Team Budget?

There are a few options with how the team can support the budget:

- ❖ **Fundraising Model** – This model relies on family members / participants actively fundraising for the team expenses.
- ❖ **Parent Funded Model** – This model is where expenses are paid directly by the parent/guardians. This model can have the tendency to mean high(er) cash calls.
- ❖ **Sponsorship / Donation Model** – This relies on personal, business and community connections to provide financial dollars to the team. This may be in the form of cash, services or supplies
 - ❖ Tax receipts cannot be issued
 - ❖ Approved sponsorship must follow Association policies and procedures

AGLC FUNDRAISING

AGLC Gaming License

Teams must apply for their **OWN** game license as per the Rules and Regulations of the AGLC. Teams **are NOT permitted** to use the “Southwest Hockey Association” AGLC license for ANY purpose whatsoever.

Team Treasurer must familiarize themselves regarding the AGLC rules, so that the team activity does not have a negative impact on the team or Association.

Resources – On the Southwest Hockey website

[AGLC Website](#)

[AGLC Online Services](#)

[AGLC Gaming](#)

[Raffle \\$20,000 and Less](#)

[Use of Proceeds](#)

[Popular Raffle Eligibility FAQ](#)

[AGLC - Contact](#)

AGLC – USE OF PROCEEDS

When teams submit their request for a license, they will need to state the team's Use of Proceeds in the eligibility application.

- ❖ Purchasing additional ice, Referees for exhibition games
- ❖ Tournaments & related tournament travel expenses
- ❖ Additional development sessions

NOT ACCEPTABLE: Team parties, coach gifts, team swag

KNOW THE RULES REGARDING APPROPRIATE USE OF AGLC FUNDS

AGLC — USE OF PROCEEDS

Financial reports must be submitted within 60-days of the draw/event.

Keep all bank statements, receipts and tickets as of the required length of time by AGLC, in case of an AGLC audit. This length of time can be found on their website.

Use the funds appropriately! AGLC will fine/sanction teams that misuse funds.

KNOW THE RULES REGARDING APPROPRIATE USE OF AGLC FUNDS

CASH CALL END OF SEASON

Funds that have not been spent by the end of the season (where cash calls were provided), are to be reimbursed to the parent/guardian who made the cash call.

Only up to the amount of the original cash call can be returned.

Under NO circumstances are publicly raised funds permitted to be paid to parents/guardians.

Parents / Guardians are NOT permitted to “make money”.

END OF SEASON

If there are any funds leftover through AGLC fundraising, is to be donated to a not-for profit. As Southwest Hockey is a not-for profit, the funds can be donated to the Association.

A final Team Financial Report and Proof of Bank Account Closure confirmation is to be sent to:

financial@southwesthockey.ca prior to MAY 1st.

ASSOCIATION CONTACT

Any questions that you have this season are to be directed to the Association Financial Coordinator; Zuzana Szaboova at:
financial@southwesthockey.ca

You can also contact the Administrator at:
admin@southwesthockey.ca



*Thank
You*

