



TREASURER MANUAL

TEAM TREASURER

Management of team finances is the job of the Team Treasurer. This person will oversee the team bank account, set a team budget, ensure payment of expenses, and prepare a financial statement of income and expenditures at the end of the season.

Treasurers are not needed for U7, they are mandatory for U9, U11 and U13.

AT THE START OF THE SEASON

Teams are required to have a Team Meeting where positions are voted in. Minutes need to be recorded to show who has been voted in as Manager and Treasurer. This information needs to be sent to the KC North registrar and treasurer. A Bank Account Authorization letter will be prepared for the team by the registrar.

The Team Manager and Team Treasurer need to open a team account. To do this, they will require the Bank Account Authorization Letter and the minutes from the initial meeting. The Team Manager and Treasurer typically act as the 2 signatories. Team accounts can be opened at any financial institution and are “community” accounts.

In conjunction with the Team Manager and Head Coach, the Treasurer creates a draft budget for the season. This is a good budget template to use:

https://docs.google.com/spreadsheets/d/11OXCcj0E5RUbhe8Sbj4ejUcWB0LGbXJH/edit?usp=drive_link&oid=118432234615144364011&rtpof=true&sd=true

SAMPLE BUDGET INCLUDED AT THE END

This draft budget needs to be presented to the families. KC North sets a team budget limit of \$1000.00 per team per season. In the event of a team asking for a higher limit, they need to receive permission from the KC North Board of Directors.

Team budgets require 75% approval and all parents will be required to initial all team budgets.

They have the right to question or disagree. Please do not force them to sign if they are uncomfortable and have a dialogue instead.

Collect the agreed to 'cash call' and deposit the funds into the team bank account.

DURING THE SEASON

Team Treasurers are to track and document team income and expenses.

Monitor and update the team budget. If the team expenses are not in line with the agreed to budget, you need to bring this to the attention of the Head Coach and Manager. A parent meeting may be required to discuss the anomalies of the budget. Any readjustment to the budget, would require 75% parent approval.

Provide regular treasurer reports to the parents. Once a month is highly recommended.

END OF THE SEASON

Provide a final financial report to all parents and the KC North Treasurer within 30 days of your last game. All families need to sign off on the end of the season budget.

If there are remaining funds:

o Remaining money collected from a cash call can be reimbursed to the families.

o Remaining money collected through team fundraising needs to be spent on the team or the money can be divided up evenly and applied toward next year's registration fees.

Zero out & close the team bank account and provide proof of closure to the KC North Treasurer.

A scan/email copy will suffice.

All receipts and copies of the budget are to be held for a minimum of 6 months in the event

anything needs to be reviewed by the KC North Board of Directors.

A good process is to create a google email for your team with the manager and keep everything in a shared drive.

IMPORTANT

If teams did any gaming, then follow the AGLC file retention policy.

Typically, financials need to be held for

2 years.

BUDGETING

The Team Treasurer, along with the Team Manager and Head Coach should work together to develop the draft team budget as soon as possible in the season.

Review the expenses that are unavoidable and what additional activities are being proposed for the season.

Some 'Expense & Income' examples are:

Expenses

There are a number of expenses that the team should be aware of when budgeting. It would also be 'wise'

to add in a budget for some small, unexpected expenses. Some examples include:

Referee fees for regular season games. KC North reimburses the teams for all referee fees, but they may need to be paid upfront by the team. If a team already has a bank account they may request half the ref fees up

front. They must keep track of ref receipts and provide this information for the next set of fees. Usually this is the responsibility of either the Team Treasurer, Manager or Head Coach

Expenses may include:

Registration fees for tournaments

Name bar installation and removal

Referee fees for exhibition games

Additional ice for practices and/or exhibition games

External development

Office supplies such as game sheet labels

Team building

Coaches and player gifts

Year end Party

Other miscellaneous expenses

Income

Generally, there are three funding models for teams - Sponsorship, Fundraising & Parent Funded.

Sponsorship Model

This model relies on personal, business and community connections to provide direct financial sponsorship to the team. Sponsorship can be in the form of cash, services, apparel or supplies. Teams should find a way to honour these sponsors.

Fundraising Model

This model relies on parents (players) actively fundraising for the team expenses. Some common examples:

- Bottle Drives
- Car Wash
- Goal Jar (every time the team gets a goal, the spectators put money in a jar, usually quarters)
- Team raffles
- 50/50 draws
- Silent Auctions
- Liquor basket

Please note, the AGLC requires licences for gaming events (such as team raffles, 50/50 draws, silent auctions and liquor baskets). It is each team's responsibility to ensure all AGLC requirements are met.

AGLC requires financial reporting to be filed within 30 days of completion of the event.

For more information, please visit their website at:

<https://aglc.ca/gaming/licences>

Other fundraising ideas:

Little Caesar's Pizza Kits <https://www.pizzakit.ca/fundraising-products>

Krispy Kreme Donuts <http://www.krispykreme.ca/fundraising-community/>

Jack Link's Jerky <https://www.fundraising.com/canada/beef-jerky>

World's Finest Chocolates <https://www.canadafundraising.ca/>

FundScrip - Gift Cards <https://www.fundscrip.com/>

In-Dey-Go Fundraising <https://indeygo.com/how-does-fundraiser-work>

The Mixing Spoon <http://www.themixingspoon.ca/fundraising>

Scoops Fundraising <http://futurefundraising.com/>

Cineplex Fundraising

<https://www.cineplex.com/CorporateSales/Fundraising>

Kernels Popcorn

<https://www.kernelspopcorn.com/pages/footer/links/fundraising>

Stawnichy's Sausage <https://www.stawnichys.com/fundraising>

Salisbury Greenhouse

<https://www.salisburygreenhouse.com/fundraising/>

Purdy's Chocolates <https://www.purdys.com/fundraising>

Flipgive <https://www.flipgive.com/>

Parent Funded Model

The parent funded model is where team expenses are paid for directly by the parents in the form of a cash call. With the increased demand on everyone's time, some teams find this approach the easiest.

Typically, many teams use a combination of all three models when supporting the team expenses for the season.

BANKING

Each team will be required to set up a bank account at the beginning of the season. When working with a team bank account, it is especially important to implement 'checks and balances' to ensure that the funds are managed based on the team's agreed upon budget and to ensure that the funds are not misappropriated.

Banking Rules

No debit cards are permitted.

Bank Accounts require two signatures (as per the Bank Account Authorization Letter).

The Team Treasurer should receive a copy of the account's monthly statement or be able to view online.

Parents do have the right to inquire about the finances of the team at any time, as this is their money in the account. Therefore, it is important to send out monthly updates to the team.

Any unforeseen expenses that arise should be discussed with the parents before the transaction takes place. Especially because an unforeseen expense would not have been in the original budget.

Ensure you get a receipt for all transactions.

When writing a cheque, the description/memo line should always be filled out.

The Team Treasurer and Team Manager can not be related in any way. If this is the case, email the Club Treasurer to confirm who the secondary signatory should be.

Teams are free to set up their bank account with the financial institution of their choice. However, ensure the account is not a business account – and is instead a community account. Also note that bank fees differ by institution.

ATB offers etransfer and can set up the account via email. Contact leanne@kcnorth.ca for info

QUESTIONS

If after reviewing this guide you have further questions please contact the Treasurer at:

treasurer@kcnorth.ca or President at president@kcnorth.ca

Have a wonderful season.

KC North Hockey & Sports Club
 KC North Assassins
 KC404 – Team Number
 Coach - Ross Longson
 Manager - Leanne Rempel
 2022/23 Hockey Season



	Budget	Actual	Variance
Revenue			
Cash call	2,100	2,100	-
Bottle Drive	1,100	1,835	735
Sponsors	2,000	3,558	1,558
Chocolate sales	1,200	1,206	6
Goal jar	400	351	(49)
Additional fundraising?	1,000		(1,000)
Donations	-	18	18
bank adjustment		15	15
Total Revenue	7,800	9,083	1,283
Expenses			
Practice jerseys	500	599	(99)
Apparel (hoodies)	700	696	4
Tournaments (3)	3,500	4,144	(644)
Coaches gifts (6 coaches)	300	303	(3)
Manager/treasurer gifts	100	140	(40)
Players gifts	520	1,196	(676)
Christmas party	350	240	250
Year end party	580	821	(241)
Dry land (trainer, yogao, coach?)	300	50	250
Development	500	31	469
Team Event	350	763	(413)
Other expenses (Misc) - EFHL	100	100	-
Total Expenses:	7,800	9,083	(1,143)
Cash balance:	-	- .00	-

Submitted by: Leanne Rempel

On: _____

Treasurer: Melanie Droiu