



## TREASURER'S GUIDELINE

- 1) Bank statements will be emailed to the team treasurer at month end.
- 2) Email the monthly EMHA statement spreadsheet to EMHA bookkeeper by the 10<sup>th</sup> of the following month or sooner to [treasurer@edsonminorhockey.com](mailto:treasurer@edsonminorhockey.com). These statements are used to complete monthly financial statements for the board and executive and can be found on the EMHA website under *Document -> Financial forms -> EMHA Monthly Statement*.
- 3) The monthly statement should include the following and be submitted on the sheet in your package
  - a) List of all deposits in that month and detailed explanation of source of funds
  - b) List of all Cheques by # written in that month with detailed explanation of the expense.
- 4) **KEEP RECEIPTS FOR ALL THE CHEQUES THAT ARE WRITTEN. DO NOT ISSUE A CHEQUE TO ANYONE OR ANY BUSINESS THAT HAS NOT PROVIDED A RECEIPT. THESE RECEIPTS MUST BE SUBMITTED AT THE END OF THE YEAR AND WILL BE REVIEWED. PLEASE MAKE SURE THAT ALL CASH IS DEPOSITED TO THE BANK INCLUDING 50/50 AND TOURNAMENT FUNDS IN A TIMELY FASHION AND THAT ALL PAYMENTS ARE MADE WITH A CHEQUE. PLEASE DO NOT MAKE AN EXPENDITURE WITH CASH.**
- 5) If at the end of the hockey season there is money remaining in the account parent funds may be refunded to equal any funds that have been provided to the team as a player contribution. All other funds must remain in the account.
- 6) Team funds can be spent on
  - a) Busing
  - b) Tournaments
  - c) Entertainment & Coach's Gifts max \$1,000 except Novice & Initiation max \$500
  - d) Extra Ice Time
  - e) **If you are unsure of an expenditure please verify with the treasurer at [treasurer@edsonminorhockey.com](mailto:treasurer@edsonminorhockey.com) before you proceed.**
- 7) Please make arrangements with the Treasurer to return your books with all the receipts at the end of your season or by April 15 at the latest.