



EDSON MINOR HOCKEY

TREASURER'S GUIDELINE

- 1) Bank statements will be emailed to the team treasurer at month end (by the 5th).
- 2) Email the monthly EMHA statement spreadsheet to EMHA Treasurer by the 10th of the following month or sooner to treasurer@edsonminorhockey.com. These statements are used to complete monthly financial statements for the board and executive and can be found on 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 – IT IS REQUIRED AND PART OF EMH POLICIES. THESE RECEIPTS MUST BE SUBMITTED ONCE IN DECEMBER AND AT THE END OF THE YEAR AND WILL BE REVIEWED. A REMINDER EMAIL WILL COME FROM THE TREASURER.**

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 EXPENDITURES WITH CASH FROM THE HOCKEY ACCOUNT.

- 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) Bussing
 - b) Extra ice rentals
 - c) Tournaments
 - d) Other
 - Player mementos/coach gifts
 - Team functions
 - Entertainment & Coach's Gifts max \$1,200, except Novice & Initiation max \$500.

If you are unsure of an expenditure please verify with Treasurer at the above email address before you proceed.

- 7) An email will be sent in March to arrange for the return of our packages. April 15th will be the latest date to return packages at the end of the season.