



## TEAM EXPENSE POLICY

**PURPOSE:** To define the need and expenditure of funds received from families at the team level.

Teams at all levels may approach their families on their team to secure funds for team expenses which would be used for: Tournament entry fees, year-end team party, coach appreciation, extra floor time, etc. If monies are received from families, the following must be followed:

1. Team meeting to discuss the amount required from each member, keeping in mind all families should be "on board" with the amount and that it is reasonable.
2. If you have families in financial hardship and cannot afford the team expense, please inform the Hornets Executive Director.
3. Treasurer will keep track of all funds received.
4. Treasurer must provide to the Executive Director the Hornets Application, Confidentiality Agreement and do a Calgary Police background check.
5. If a team account is opened, two signatures are required – Treasurer and Manager.
6. Please inform the Hornets Executive Director if an account is being opened and/or Team Expense Funds are being requested from the families.
7. Any expenses need to be confirmed and approved by the team.
8. Team must have receipts for all expenditures.
9. At the end of the season (no later than July 15), the Income/Expense sheet is sent to all members of the team and a copy is sent to the Executive Director.
10. If there is money owing to the families that this is done no later than July 15.
11. If the team decides to donate any amount leftover please indicate this.