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TO: All Team Treasurers- Managers- Head Coaches
FROM: Terry Phelps – Treasurer
RE: Season Cancellation – Team Bank and Budgets
DATE: March 12, 2020

With the direction from our governing bodies, the 2019-20 season ends today.

At this time of the year, many teams are well into the closure-wind-down phase, while others are still in tournament play or going to the provincial tournament.

Sadly, this will not be the desired ending for the season.

With regards to winding up the season – please take note of the following:

Team Bank Accounts

I plan to close the team bank accounts on **May 15, 2020**. As per our policy, any funds remaining will be deposited in the Bursary Scholarship account.

The 60 day plus wind up window gives more than enough time to clear all cheques and make sure all expenses are paid. In addition, it allows time to prepare the final budget and to be able to return any seed monies to parents.

Team Budgets

Please prepare and submit the final budget with actual funding and expenditures by **April 30th, 2020**.

Surplus Funds

After accounting for all expenses, the team should reimburse the parent group for any seed money that was deposited to get the season going.

If there are any funds remaining the team has the choice to leave the balance to strengthen our Bursary and Scholarship Fund - OR – Donate remaining funds to a charity that benefits the community.

Please contact me if you need counsel on what group would qualify for such a donation, otherwise, please use your common sense.

Team Party Expenses

Following the direction of BC Hockey and Hockey Canada, we would like to remind ALL teams that year end parties are sanctioned events and should be cancelled.

Beyond this directive, on behalf of our association, I would ask that any team function that requires a gathering of players and parents be avoided. Regardless of how we feel about the situation, our health authorities are adamant that the less congregation, the better off we are in protecting the health of our family and friends. Hopefully, these restrictive measures will be in place for minimum time necessary.

Thank you for your understanding and please reach out to me anytime.