# Kerry Park
# Minor Hockey Association

## Team Treasurer's Manual

Updated September 23, 2024

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# **Welcome**

Congratulations and thank you for taking on the very important role of Team Treasurer. This manual provides information to help the team run smoothly and to assist you in this role. **Bold and underlined orange text** indicates a link you can click that will open either a website, email address or document.

You **must** be familiar with **KPMHA's website**, **Constitution and Bylaws**, and **Policies & Procedures**. Also, the **Team Treasurer Info** section under the Team Volunteers tab of the KPMHA website has information and links to help you be successful in the this role.

The Team Treasurer is an important member of the team and needs to be someone other than the Head Coach, Team Manager or Team Safety. This position must be filled for the team to function and is vital to keeping track of the team's finances.

The Team Treasurer needs to communicate with the Team Manager, Head Coach and parents about how the team wants to pay for hockey related expenses like tournaments, additional ice, etc. It's important you meet with the Head Coach and Team Manager to discuss the team's budget.

It is important you keep a very detailed record of all incoming and outgoing team bank account transactions such as what each transaction is for, corresponding invoice number(s), and names of who gave seed money, donations, sponsorship, etc.

Your role as Team Treasurer is complete only once all your team duties and responsibilities are finished, which may extend past the end of the season.

## Scan App

Each team staff member must have the ability to scan receipts and documents into PDF format. Photos of receipts or documents will not be accepted.

Some scan application options are Adobe Scan, using the scan option in IOS Notes, or any other scan application that can create PDFs.

## Managers & Treasurers Meeting

KPMHA hosts a joint meeting in late September for Team Managers and Team Treasurers. This is an invaluable learning opportunity; even for those who have been Team Treasurers before as things can change from year to year. Be sure to ask questions as questions are one of the best ways for you and others in the room to learn.

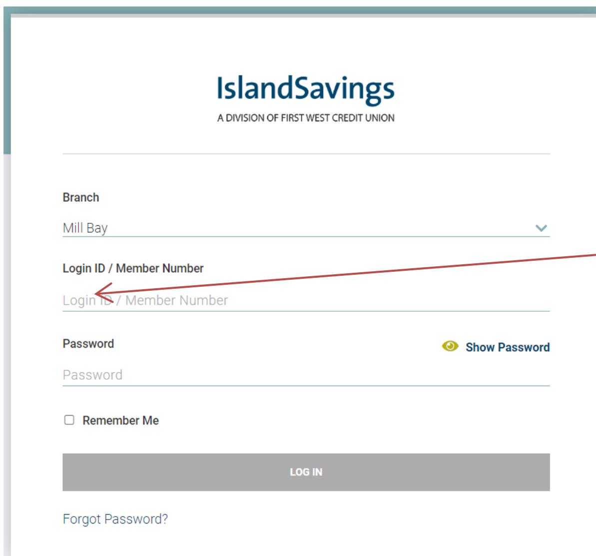
## Pre-season Tournament Payments

Tournaments fill up quickly at (or even before) the beginning of the season. Therefore, your team may request payment for two tournaments before the team budget is approved and signed by parents.

# Team Bank Account

Once you have been approved as Team Treasurer, the KPMHA Treasurer will e-mail you the login information for the Island Savings team bank account. You will have access to view all team bank account transactions and instruct team expenses be paid.

Logging into the account can only be done via the Island Savings website and not the Island Savings app.




This is where you will enter your delegate number (i.e D1234567)

Your team will have 2 or 3 accounts that all team funds must run through:

1. a primary operating account,
2. a gaming account (to hold all team gaming monies as per Gaming License regulations), and
3. a tournament account (only if hosting a tournament).

Teams are not allowed to set up a different team account or run team funds through a personal account. It is very important that all funds earned through fundraising requiring a gaming license be deposited in full to the team gaming account only.

## e-Transfers

An email address linked to the team bank account will be assigned to your team.  This address is to be used to auto deposit e-Transfers for seed money, sponsorship, fundraisers, etc. Teams are not to accept income or pay team expenses, seed money refunds or other returns by cash. Island Savings Credit Union charges a fee of $1.25 per e-Transfer.

At the beginning of the season you need to setup the e-Transfer contact for each player. The contact name must be listed as the applicable parent's name with the player's name in brackets; for example Louie DeBrusk (Jake).

# Seed Money

Seed money is an up-front payment by parents to help cover team expenses. Should the team raise enough money during the season, it may be possible for parents to receive a refund of some or all of the seed money paid in the current season and/or receive seed money carryover that can be applied to next season's seed contribution for their player.

If players on your team have seed carryover from the previous season, the KPMHA Bookkeeper will send you a detailed list with the amounts of carryover for each player once your budget is approved.

There are different maximum seed money contributions for competitive and recreation teams, and recreation teams have different caps for each division (see section 3.7 of the **KPMHA Policies and Procedures**).

Any parent who has not paid seed money may be excluded from team activities and will be considered a member in bad standing.

Families cannot receive a seed money refund that exceeds the actual amount they paid to the team in the current season. If they are entitled to a return of more seed money than they initially paid, the excess amount will be returned in the form of seed carryover.

If more than one person is paying a player's seed money (i.e. when parents are separated), the budget must have separate lines for that player indicating how much was paid by each person.

Your team's year-end financials must be verified and approved by the KPMHA Treasurer and KPMHA Bookkeeper before any seed money returns are paid.

Refunds are to be provided by e-Transfer to the parent who originally paid. It is your responsibility to confirm all e-Transfer email addresses at the beginning of March to ensure quick processing of refunds once the final budget is reconciled.

# Team Budget

In September, U11-U18 teams must submit a draft team budget in Excel format to the **KPMHA Bookkeeper** via email. U7-U9 teams will do this once their teams are finalized.

The budget will then be submitted to the Budget Committee for edits and approval. You should expect to make changes after the Budget Committee completes the review.

Once approved by the KPMHA Bookkeeper and KPMHA Treasurer, the budget will be returned to the Team Manager and Team Treasurer for presentation to parents. One parent of each player must sign the bottom of the budget showing their approval and provide an email address for e-Transfers.

Once all parents have signed the budget, it must be sent via email in PDF format to the **KPMHA Treasurer** by October 31st for U11-U18 teams, and as soon as available for U7-U9 teams.

If a team raises more money than expected, parents do not need to sign a new budget if the excess funds are spent on any the following:

1. purchasing ice,
2. paying for officials,
3. attending a tournament, or
4. paying for a KPMHA approved Development Coach.

Any other purchases require 2/3 of the parents to sign an updated budget which must be sent to the KPMHA Treasurer.

## Invoices and Expenses

You will need to manage two types of expenses:

1. Invoices from KPMHA for association related expenses such as extra ice, officials, tournaments and other items KPMHA paid for on the team's behalf.
2. Non-KPMHA related expenses to be paid or refunded to others like development coaches, Hometown, team parents, etc.

## KPMHA Invoices

KPMHA invoices are automatically withdrawn from your team bank account once a month. It is beneficial to record and track all invoices in your budget workbook.

Prior to February 1st, your team will be invoiced during the first week of the month for the previous month's expenses, and the amounts will be automatically withdrawn on the 15th day of the following month.

For example, the cost of November's officials will be invoiced the first week of December and withdrawn January 15th.

As of February 1st, payment for invoices will be automatically withdrawn when the team is invoiced.

For example, the cost of February's officials will be invoiced and withdrawn in March.

## Non-KPMHA Expenses

An invoice or receipt must be submitted showing details of all non-KPMHA related expenses prior to payment or reimbursement. All invoices/receipts **must**:

- be in PDF format (pictures will not be accepted), and
- show item description(s) and proof of payment.

Once you have the necessary document(s), set up an e-Transfer in the team bank account for payment or reimbursement of the expense.

A new payee will need to be added the first time someone is sent an e-Transfer. This is done by logging into the team bank account and going to Payments→Add/Delete Payees→Add Payee.

After the e-Transfer has been created, send an email with a clear PDF copy of the receipt attached to the **KPMHA Bookkeeper, KPMHA Treasurer, and VP of Admin**, requesting approval of the e-Transfer.

Requests to approve e-Transfers are generally reviewed on Tuesdays and/or Wednesdays of each week.

**Email Template to Request e-Transfer Approval**

Copy and paste this email template and fill in the required information to request approval of an e-Transfer:

**Subject:** TEAM NAME – Expense Reimbursement (e-Transfer approval request)

| | |
|---|---|
| Team | |
| Date of e-Transfer | |
| Recipient Name | |
| Recipient Email | |
| Expense Details | Receipt #1 - $______ (budget line item/description)<br>Receipt #2 - $______ (budget line item/description)<br>Receipt #3 - $______ (budget line item/description) |
| Total to be Paid | |

Thank you,
Your name

# Creating the Budget

Sample budgets to help you get started and a **fillable workbook** can be found in the **Team Treasurers Info** tab under the Team Volunteers section of the KPMHA website

If you have a fundraiser, tournament, etc. that will generate both income and expenses, you must list budgeted income and expenses separately in their own line items under the appropriate section.

Be sure to make notes explaining how the budgeted amounts were derived.

## Income

- List all income you expect to receive from seed money, fundraisers, sponsorships and donations.
- Include a line item for "Practice Jersey Deposit Refund" with TBD in the budget column. You will document the actual amount once it is received from the association at the end of the season.

## Expenses

### Ice

Ask the Team Manager how many extra ice slots the team may want to purchase throughout the season and budget accordingly.

The cost for extra ice is $123.00 per hour (50 min ice time, 10 min clean time), which works out to $2.05 per minute. So, for longer ice times simply multiply the **total** length of your ice slot (i.e. 90 mins is the **total** length of an 80 min ice time and 10 min clean time) by $2.05 to calculate the full ice cost.

For example:

| Total Length | Ice Time | Clean Time | Cost |
|---|---|---|---|
| 60 mins | 50 mins | 10 mins | $123.00 |
| 90 mins | 80 mins | 10 mins | $184.50 |

## Officials

KPMHA may cover the cost of officials for some games. If your team would like to play more games, or if your team doesn't receive funded games, work with your Team Manager to budget for officials.

**Recreation Teams**

| 80-90 min game | Funded Games | 1 Ref 1 Linesperson | 1 Ref 2 Linespeople | 2 Refs 2 Linespeople |
|---|---|---|---|---|
| U8/U9 | 10 | $50 | n/a | n/a |
| U11 | 14 | $80 | $85 | $112 |
| U11 Dev | 0 | $80 | $85 | $112 |
| U13 | 14 | $90 | $100 | $134 |
| U15 | 14 | $104 | $116 | $158 |
| U18 | 14 | $116 | $128 | $172 |

**Competitive Teams**

| 80-120 min game | Funded Games | 1 Ref 2 Linespeople | 2 Refs 2 Linespeople |
|---|---|---|---|
| U13 | 0 | $135 | $180 |
| U15 | 0 | $165 | $220 |
| U18 | 0 | $180 | $240 |

*Add $5 per official for a 135 min game

## Tournaments

Discuss with your Head Coach and/or Team Manager if the team would like to attend or host a tournament or jamboree (see BC Hockey Tournaments). All tournaments and jamborees **must** be approved by the KPMHA Board of Directors.

A standalone tournament budget must be approved by the KPMHA board in advance, which usually happens prior to the beginning of the season. If your team is hosting a tournament simply include a line item for Tournament Income and a corresponding line item for Tournament Expenses.

When budgeting to attend tournaments:

- add the cost of two e-Transfers (one for a deposit and one for final payment) to the cost of each tournament as KPMA's invoice will include this fee, and

- include a line item for a team event.

## Equipment

- Include a line item for "Practice Jersey Deposit" with the current required deposit amount.

- The team will be charged for jersey letters ($5 each). These are the Cs and As worn by the team Captain and Assistants. Each team has at least two jerseys, and some will have a third jersey. Budget for one letter per jersey per captain/assistant.

- Determine if your team will be purchasing third jerseys and include the cost if applicable.

- Would the team like to order apparel? **Hometown Team & Corporate Sales** is our supplier. Please contact the **KPMHA Equipment Director** if there is an item your team would like that isn't available. All team gear must be approved by the KPMHA Equipment Director and have the official KPMHA logo.

## Other Expenses

- Include line items for "Seed Money Refunds" and "Seed Money Carryover" with TBD in the budget column. You will document the actual amount once it is determined at the end of the season.

- The association covers some costs for development coaches, but your team is also able to pay for extra time with KPMHA approved coaches. Discuss your team's needs with the Head Coach and/or Team Manager.

- The association will cover the insurance cost for three Coaches, 1 Safety and the Manager. A fee of $50 for each additional rostered team staff will be charged to the team at the beginning of March.

- The association will cover the mutual aid insurance cost for:
    - U11-U13: 1 Head Coach, 2 Assistant Coaches, 1 Team Safety, and the Team Manager.
    - U7-U9: up to 5 Coaches, 1 Team Safety and the Team Manager.

  A fee of $50 for each additional rostered team staff will be charged to the team at the beginning of March.

- Budget for player recognition/gifts (max $40 per player), Coach, Manager and Safety gifts (max $50 each), as well as a year-end team function.
- Be sure to budget for e-Transfer fees.  You will likely incur several transfer fees throughout the season, as well as one transfer fee per family when returning seed money.
- Budget around $150 for miscellaneous expenses.

## Shortfall/Overage

When drafting your initial budget, this amount must be $0.  You will likely need to adjust budgeted income and/or expenses to create a balanced budget.  Depending on the shortfall or overage, consider adjusting miscellaneous expenses and/or bank fees to balance the budget.

# Budget vs. Actual

An updated budget showing budgeted income and expenses versus actual income and expenses must be submitted in Excel format to the **KPMHA Bookkeeper** via email no later than each of the following dates:

1. Dec 31st,
2. Jan 30th, and
3. March 31st.

It is easiest to keep track of team income and expenses as they happen; don't wait until the budget vs. actual submission is due.

Make sure the team name and date of submission are listed in the fields at the top of the "Budget" sheet of the workbook.

Ice times will be suspended if your team is not in compliance with these dates or any part of section 3.3 of the **KPMHA Policies & Procedures**.

## Step 1 – Open Approved Budget

Open the excel version of the budget approved at the beginning of the season by the KPMHA Bookkeeper and KPMHA Treasurer. This must be the first page of your budget workbook (sheet #1) and should be called "Budget".

As you update the budget, do not adjust the Total Income, Total Expenses or Shortfall/Overages cells. These cells contain formulas that will automatically update as you enter amounts for each income and expense line item.

The only exception to this is if you need to add a line to the workbook, the formula may not always adjust. Ask for help if you do not know how to adjust the formula.

If necessary, update the notes column with details for income or expense line items.

## Step 2 – Record Seed Money

Sheet #2 in your workbook is called "Seed Money". List all the players on your team and how your team received seed money from each player (carryover amount, seed paid for the current season, date it was paid, name of paying parent and the parent's email address).

At the bottom of this page put the seed money required from each player on the team.

## Step 3 – Download Deposits & Withdrawals

Please refer to the “Downloading transactions” tab of the **Team Budget Fillable Workbook** for instructions on how to download account transactions.

Log into your team bank account and download a record of all deposit transactions to sheet #3 of your workbook called “Deposits” and provide a description for each deposit. Seed money deposits must list the parent’s name.

Download all withdrawal transactions to sheet #4 of your workbook called “Withdrawals” and provide a description for each transaction.

## Step 4 – Update Income

Now update each income line item of the “Budget” sheet under the appropriate date column with:

- the total amount of seed money deposits from parents as well as the total amount of seed money carryover from last season (these two amounts should match the seed money total on the “Seed Money” sheet of your workbook), and

- the total amount brought in from fundraisers, sponsorship and donations.

Record only money deposited into your account. Do not record money you expect or have earned but haven’t received yet. Include details about what is expected in the notes column.

## Step 5 – Update Expenses

Next, update the total amount for each expense line item of the “Budget” sheet under the appropriate date column.

Record all expected expenses even if they haven’t been withdrawn from the team bank account yet. Include details in the notes column.

Go through your team bank account and record the details respecting money withdrawn. Check your email for copies of receipts and invoices to confirm what the expenses were for.

Add up the amounts for each expense line item and place the total amount in the corresponding expense row under the appropriate date column of the “Budget” sheet in your workbook.

If your team purchased extra ice, use the sheet called “Extra Ice Purchased” to record the details, then transfer the total cost for ice to the Extra Ice expense line item of the “Budget” sheet.

Check the **ice schedules** to determine extra ice the team has purchased but not yet been invoiced for. Your team will only be charged for ice slots that are highlighted yellow. All other ice times are paid for by the association.

If your team was required to pay for officials, use the sheet called “Ref Costs” to record the details, then transfer the total cost for refs to the Ref Costs expense line item of the “Budget” sheet.

Estimate the cost of officials by applying the usual ref cost for games that have not yet been invoiced.

If your Head Coach hired KPMHA approved development coaches, use the sheet called “Dev Coaches” to record the details, then transfer the total cost for development coaches to the Development Coaches expense line item of the “Budget” sheet.

If a development coach’s name is listed for your team on the **ice schedule**, the association is paying for that coach. Ideally the Team Manager will list the name of development coaches when scheduling events in TeamSnap. If a development coach is listed for an event in TeamSnap, but not listed on the association’s ice schedule, your team is paying for that development coach.

## Step 6 – Shortfall or Overage

Look at your team bank account balance and make sure it equals the overage amount in the “Budget” sheet. You will need to provide an explanation if these numbers do not match (i.e. an expense hasn’t been withdrawn from the team bank account yet).

If there is an overage at the end of the season, put that amount in the “Return of seed money/carryover” expense line item.

## Final Budget

An updated final budget must be submitted in Excel format to the **KPMHA Bookkeeper** via email by March 31st.

No later than 45 days after the end of the season, the Team Manager or Team Treasurer is to send the final approved budget to all parents.

Once this is done, ask each parent for an email address if seed money is to be returned and confirm the e-Transfer information for each player in the team bank account is correct.

Teams have until July 1st to use their funds. After this date, all remaining funds in the team bank account will be transferred to the KPMHA operating account.

## Seed Money Return/Carryover

Details of seed money return/carryover will be calculated by the KPMHA Bookkeeper and provided to the Team Treasurer after the final budget has been approved. This information is private and should not be shared with anyone other than the recipient.

Set up the seed refund e-Transfers, if applicable, in the team bank account and send an email to the **KPMA Bookkeeper and KPMHA Treasurer** as per the standard process for requesting approval of e-Transfers (see “Non-KPMHA Expenses” under the “Invoices and Expenses” section of this manual).

Email your team and let them know:

- the e-Transfers will be available soon,
- to accept the e-Transfer as soon as possible so it doesn't expire (if they don't have autodeposit), and
- if it does expire, the seed refund will be carried over to next season.