



DESCRIPTION/DUTIES

Team Treasurer

Job Title:	Team Treasurer	Revised Date:	March 10, 2023
MHA:	Kerry Park Minor Hockey Association	Term:	For the hockey season

Description

The Treasurer is an important member of the team and needs to be someone other than the Manager, Safety or Coach. For the team to function, this position is responsible for the team finances and presentation of the budget to the parents/guardians of the team.

Key Accountabilities

- With collaboration with the Manager and Head Coach, creates a draft team budget(see Manager’s manual for examples). Head Coach to give season plan on tournaments and how much extra ice to purchase.
- Follow the guidelines for team budgets in the Manager’s manual and limitations.
- Submit a team budget to the KPMHA VP of Admin, KPMHA Bookkeeper and Treasurer Director for approval before presenting it to the team Parents/Guardians.
- Present the approved team budget to the team Parents/Guardians and all must sign the bottom of the budget showing their approval.
- Send a copy of the signed Team budget to the Treasurer Director and VP Admin Director.
- Keep a very detailed listing of all incoming and outgoing money for the Team Account and list the parent names that gave seed money, donations, sponsorship, etc.
- Deposit all funds raised under a gaming license into the Team gaming bank account at Island Savings Credit Union.
- Deposit all team monies into the team bank account at Island Savings Credit Union within 7 days.
- Monitors the email address linked to the team bank account for confirmation deposits. *This email address is used for auto deposit of E-transfers for such items as seed money, sponsorship, etc.
- One of the team delegates on the bank account with individual log in and password to keep confidential.
- Prerequisites are required;
 - Annual criminal record check
- Must be familiar with the KPMHA’s website and Policies & Procedures <http://www.islanderhockey.ca>
- Maintains regular communication= with the VP Admin, KPMHA Bookkeeper and KPMHA Treasurer Director.
- Connects with the KPMHA Gaming & Fundraiser Director about any licenses needed and end of event revenue reports.
- Attend annual KPMHA Managers/Treasurers meeting
- Sends email to KPMHA Bookkeeper, Treasurer Director and VP Admin of all tournaments your team wishes to enter with the request for the association to send the initial registration fee, understanding the team will be billed for it at a later date. (Must include tournament name, how to pay, dates and sanction #)
- Collects and records all seed money paid and outstanding.
- Sets up E-transfer contact in the team online bank account.
- Sets up E-transfer reimbursements for team receipts that have been approved through the budget or through a team recorded vote.
- Sends an email to KPMHA Bookkeeper, Treasurer Director and VP Admin of all receipt reimbursements once setup in the team’s online bank account.
- Summits to the KPMHA bookkeeper an up-to-date Budget vs Actuals for team Finances on the following dates; Dec 31st, Jan 31st and end of season in March.
- Once final year end team Budget vs Actuals are approved then set up any seed money returns through E-transfer and send the team a copy of the yearend Budget vs Actuals.

Experience

- Good communication skills. Record keeping, time management, organizational skills and understanding of how to use Excel. An asset is knowledge of KPMHA Policies and Procedures and Constitution and By-laws.