

Ponoka Minor Hockey Association

Team Banking Resolution

The parents of the _____ team have held a meeting on the _____ (date of the meeting) and have appointed the following individuals to act as bank representative for the team account maintained at the Servus Credit Union, Ponoka, and are hereby authorized to make all bank deposits and sign cheques on the team account for the 2022/2023 season. This authority shall remain in place until May 31st, 2023.

The following individuals have been appointed as banking representative for the _____ team account maintained at the Servus Credit Union, Ponoka.

_____ (Name of Team Treasurer)

_____ (Email address of Team Treasurer)

_____ (Name of Assistant Team Treasurer)

_____ (Email address of Assistant Team Treasurer)

Signed on behalf of the _____ team

_____ (Team Manager)

_____ (Parent Captain)

Note: This form is to be provided to the Ponoka Minor Hockey Association (PMHA) Treasurer, who will then proceed to get the changes made on the accounts.

Ponoka Minor Hockey Association

Team Treasurer Responsibilities

1. As soon as a team treasurer and a team assistant treasurer are appointed, they should be reaching out to the PMHA treasurer and providing contact information (email, phone number, etc.)
2. Team treasurers are required to obtain a signed copy of the banking resolution document signed by the team's manager and team's parent captain appointing them as authorized representatives on the team account. This document shall then be forwarded to the PMHA treasurer to have the team account setup at the bank.
3. Team treasurers shall familiarize themselves with all PMHA policies and procedures. These can all be found on the PMHA website.
4. Team treasurers are responsible for issuing receipts for all funds deposited to the team account. A duplicate copy receipt book should be maintained and these can be purchased at any office stationary store or obtained at the bank.
5. Team treasurers are responsible for providing regular accounting reports to the team parent group throughout the season, and a final accounting report for the entire season shall be prepared and presented to the parent group for their approval at the end of the season. A copy of this report together with all banking records (including unused cheques, deposit books, etc.) shall be provided to the PMHA treasurer no later than May 30th of each year (**a sample format of this report is part of the treasurer's package**). **Note: the PMHA treasurer can ask to see your accounting reports at any time throughout the season and these need to be made available.**
6. Team treasurers must notify the Association's executive in advance of any proposed fund raising events and provide the purpose for which the funds are being raised for final approval by the executive. (Please use the Fund Raising Approval Form enclosed) This can be done through the PMHA Treasurer via email. Please note the executive meets on the first Wednesday of each month so submissions should be made well in advance of the proposed fund raising event for timely approval by the executive. Failure to comply with this rule can result in forfeiture of funds raised and denial of future fund raising activities as per PMHA policy.
7. Teams requesting lottery license applications from the AGLC to run raffle events must go through the PMHA Treasurer to obtain a license. Teams are expected to comply with all AGLC rules including completing the final accounting submission to AGLC that is required after the completion of the raffle event. This should be done immediately after the event and sent to the PMHA treasurer. **Note: it is very important that these final reports be submitted to AGLC immediately after the fund raising event or the Association's ability to obtain raffle licenses on a future basis will be jeopardized.**

On behalf of the Ponoka Minor Hockey association, thank you for your effort and dedication towards this important job.

Regards,

Mikki Scabar
PMHA Treasurer
pmhatreasurer2019@gmail.com

Final Fund Raising Accounting Form

_____ Team (Name)

2022 – 2023 Season

Fund Raising Revenues

Description of fund raising activities:

\$\$\$\$\$

\$ _____

Total funds raised:

\$=====

Expenditures

Description of Expenditures:

\$ _____

\$=====

Net funds remaining in the bank account May 31st

\$=====

(Funds remaining in the account at May 31st will be transferred to the PMHA general account)

This report has been reviewed by the team parent group

Signed _____ (Team Manager)

Signed _____ (Team Treasurer)

Please provide a complete copy of this form to the PMHA treasurer by May 31st.

Fund Raising Approval Form

_____ **Team**

This form is required to be submitted to the PMHA executive prior to commencing fund raising. Please email it to the PMHA Treasurer at pmhatreasurer2019@gmail.com at least a month in advance of fund raising activities commencing.

1. Please provide a description of the team’s fund raising events that are planned for the upcoming season (examples: prize raffles, ticket raffles, 50/50 raffles). Please be as explicit as possible and provide estimates as to the total amount of funds you intend to raise from each activity.

2. Please provide the name of the individuals and email address making the application for the raffle license with Alberta Gaming and Liquor Control (AGLC).

3. Please provide a description of the expenses to which the funds raised are going to pay. Please be as explicit as possible about the nature of the expenses as well as their expected costs.

4. Are seed capital contributions from parents being solicited to assist with fund raising activities? If so, are you planning to return these contributions back to the parents in the event surplus funds are raised beyond the fund raising requirements?

Person to contact for more information _____

Email address of contact person _____