



RED DEER MINOR HOCKEY

Team Banking Procedures and Guidelines

Forms

- **Pick up forms:** at the RDMH office
- **Member Profile Verification:** 2 signers will complete a verification form
- **Minutes:** Fill in Section 2 & 3 with the 2 signers information
- **Bank Submission:** You submit all 3 forms to membershiprequests@seruvs.ca
- **E-Signature Request:** The bank will then email the signers requesting an e-signature

Cheque and Account Management:

- **Cheque Order:** After the account is set up, cheques can be ordered through the South Hill Branch only
- **Bank Statements:** RDMH receives the bank statements and managers can pick them up after the 15th of each month.

Financial Restrictions:

- **Cash Withdrawal:** Not permitted
- **Accountability:** Must have cheques and receipts for all expenses paid
- **Refund Policy:**
 - Only the initial money paid by each parent at the start of the season may be refunded.
 - **Fundraising Money:** Absolutely no fundraising money can be refunded to the parents.
 - **Refund Process:** Refunds can only be issued after all items have cleared the bank and must be accounted for by cancelled cheques. Refunds must be issued by individual cheques—no cash or e-transfers are allowed.
 - **Memo Line:** The memo line on each cheque must always include detailed information.

Year-End Account Management:

- **Account Maintenance:** Manage the account until all year-end refund cheques have cleared. Return and left over cheques to the RDMH office
- **Signatory Removal:** All signing officers will be removed from the account on June 15th.
- **Remaining Funds:** Any remaining funds will be transferred to the Youth Assistance Fund