



# RED DEER MINOR HOCKEY


## TEAM TREASURER – Responsibilities

### 1. Financial Management & Reporting

- Manage team funds responsibly throughout the season.
- Provide periodic financial reports to parents or upon request from any team member.

### 2. Budgeting & Year-End Reporting

- Submit a team budget *before* any fundraising activities are approved.
- Submit a **Year-End Financial Statement** by **April 15th** to:

 [amy@reddeerminorhockey.com](mailto:amy@reddeerminorhockey.com)

### 3. Bank Statements

- Obtain monthly bank statements from your team manager.
- The manager will collect these from the teams online banking platform.

### 4. Signing Authority

- A **basic Criminal Record Check (CRC)** is required to be a signer on the team account.
- Inform the team manager if you need one; they will coordinate this process.

### 5. Account Monitoring & Closure

- Continue monitoring the team account until **all cheques have cleared**.
- Send reminders if needed.
- **Important:** All signers will be removed from the account on **June 15th**.

Any remaining funds remaining in the account after June 15<sup>th</sup> will be transferred to the **Youth Assistance Fund**.

