



RED DEER MINOR HOCKEY

TEAM TREASURER

- Manage monies and provide periodic financial reports to parents throughout the season or upon request from a team member.
- Submit a budget (prior to any fundraising being approved) and a Yearend Financial Statement (at the end of the season – before April 1st), to amy@reddeerminorhockey.com
- Get your Bank Statements from your team manager who will grab them from the office after the 15th of each month.
- To be one of the signers on the team account, a basic CRC will be required, please let the manager know if you require one as she will be managing this task.
- Please continue to monitor your account until all cheques have cleared, send out reminders if necessary.

NOTE: All signers will be removed from the account on July 15th. Any money remaining in the account will be transferred into the Youth Assistant Fund.