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| **Red Deer Ringette**  Working Instruction: Team Treasurer | | | |
| Location: |  | Owner | RDR Executive |
| Date of Issue | 2019.APR.18 | Revision Cycle | As Required |

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| Revision | Content | Issued/Revised By | Date |
| 0 | Initial Issue | RDR Executive | 2019.APR.18 |
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# Section 1.0 Introduction:

* The Treasurer is responsible for the management of the teams finances. The treasurer tracks the individual player balances through the use of an Excel template tool provided by the Association Treasurer. The treasurer works closely with the Manager and the Head Coach to ensure tournament fees are submitted in a timely manner.

# Section 2.0 Approximate Time Commitment:

* Initial season kick off meeting (approx 2 hours)
* Average of 2-4 hours a month.
* Approximately 2 -4 hours at the end of the season to wrap things up.

# Section 3.0 Responsibilities:

* Attend kickoff meeting scheduled by the Association Treasurer
* Receive team deposit book and cheques for season
* Receive accounting Excel workbook template and update it for team members
* Track monthly grocery card purchases, team seed money, tournament fees and any other team fundraising/expenses on the accounting spreadsheet.
* Deposit player seed money at the start of the season as required. Note that some players may have balances carried across from the previous season, these will be reported to you by the Association Treasurer.
* Ensure grocery card order deposits are collected and deposited prior to the monthly deadline set by the Association Treasurer.
* Working in cooperation with the Head Coach and Manager, submit cheques or E-transfers for tournament entries as required.
* Send out player balance summaries through the season (not mandatory but highly recommended)
* Reimburse team members as required for team purchases such as team lunches, clothing orders, etc.
* Finalize team account at the end of the season, pay out player accounts as requested by families, send season end summary to Association Treasurer for carryover to the following season.