



Start with a Dream, Achieve your Goals, Flyers for Life

Managers Workbook Guide


This guide will assist managers using the Manager Workbook provided by WMHA to control team finances for the season. WMHA recommends use of the Workbook to control all player wallets and team income and expenses. Below you will find a sheet by sheet breakdown of how to use the Workbook. ***Note that you only need to enter data in the grey shaded cells as the remainder of the cells will auto-populate.***

Master List Sheet

The Master List spreadsheet gives you a summary of each player's income and expenses for the season and is sometimes referred to as the player's account or wallet. All information with exception of the Home Tournament Silent Auction Gift cell will be populated from information found on the following spreadsheets. Tournament Organizers will often ask each player to provide a gift or \$10 donation towards purchasing a gift for the tournaments silent auction which can be a huge fundraiser for the team. If a gift is not provided you will need to enter \$10 under the players account on this sheet as the amount will be deducted from the player's wallet.

Once the season has ended and all bills have been paid, this sheet will tell you who owes the team money or who the team owes money to. A player with a positive balance is owed that sum and a player in with a negative amount owes the team. The sample below only shows 6 players as the sheet is too large to fit below. You'll notice Player 1 owes the team \$5.88 and Player 2 sold more Coop Gift Cards and will receive \$444.13 back at the end of the year. From past experience most players have enough in their wallet at season end to cover their portion of the expenses and managers don't have to chase people down for funds.

Sample Master List Sheet

 <p>Start with a Dream, Achieve your Goals, Flyers for Life</p>						
Income	Player 1	Player 2	Player 3	Player 4	Player 5	Player 6
Initial Tournament Fee	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
Coop Fundraiser	\$ 50.00	\$ 500.00	\$ -	\$ -	\$ -	\$ 31.00
Home Tournament	\$ 64.13	\$ 64.13	\$ 64.13	\$ 64.13	\$ 64.13	\$ 64.13
Flyers 50/50	\$ 56.25	\$ 56.25	\$ 56.25	\$ 56.25	\$ 56.25	\$ 56.25
N/A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
N/A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Income	\$ 320.38	\$ 770.38	\$ 270.38	\$ 270.38	\$ 270.38	\$ 301.38
Expenses						
Tournaments:						
Morden	\$ 56.25	\$ 56.25	\$ 56.25	\$ 56.25	\$ 56.25	\$ 56.25
Devils Lake	\$ 37.50	\$ 37.50	\$ 37.50	\$ 37.50	\$ 37.50	\$ 37.50
Portage	\$ 43.75	\$ 43.75	\$ 43.75	\$ 43.75	\$ 43.75	\$ 43.75
Niverville	\$ 53.13	\$ 53.13	\$ 53.13	\$ 53.13	\$ 53.13	\$ 53.13
N/A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses:						
Pictures	\$ 21.88	\$ 21.88	\$ 21.88	\$ 21.88	\$ 21.88	\$ 21.88
Coaches Gift	\$ 18.75	\$ 18.75	\$ 18.75	\$ 18.75	\$ 18.75	\$ 18.75
Wind Up	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00
N/A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
N/A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
N/A	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00
N/A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Home Tournament Silent Auction Gift						\$ 10.00
Total Expenses	\$ 326.25	\$ 326.25	\$ 326.25	\$ 326.25	\$ 326.25	\$ 336.25
Surplus/Deficit	\$ (5.88)	\$ 444.13	\$ (55.88)	\$ (55.88)	\$ (55.88)	\$ (34.88)

Income Sheet

This sheet will list a team's inflow of money which will typically be Home Tournament and Winkler Flyers 50/50 revenue. Two extra rows have been added if something else comes up, if they are not needed leave them blank. Steps to completing the sheet are:

- Number of Players – enter the number of players on your team
- Source – enter the source of the money coming in
- Amount – enter the amount of money coming in
- \$ per Player – these amounts will populate to the Master List sheet

The tournament funds from each player's registration will be placed on the Master List sheet and the Coop Fundraising total for each player will populate from the Coop Fundraising sheet. See the sample below:

 Start with a Dream, Achieve your Goals, Flyers for Life		
Numbe of Players:	16	
Source	Amount	\$ per player
Home Tournament	\$ 1,026.00	\$ 64.13
Flyers 50/50	\$ 900.00	\$ 56.25
N/A	\$ 500.00	
N/A	\$ 1,600.00	
Total Expenses	\$ 3,000.00	\$ 56.25

Expenses Sheet

This sheet will list a team's expenses which typically include tournament entry fees, pictures, team functions and gifts. There is room for five Tournaments and seven Other Expenses which should be plenty as most teams don't attend that many tournaments or occur that many other expenses. If you have extra rows, leave them blank. Steps to completing this sheet are:

- Number of Players – enter the number of players on your team
- Source – enter the location of the tournament or other expense under the appropriate header
- Amount – enter the total amount of the expense
- \$ per Player - these amounts will populate to the Master List sheet

See sample below


 <p>Start with a Dream, Achieve your Goals, Flyers for Life</p>			
Numbe of Players:	16		
Expenses	Amount	Cost per Player	
Tournaments:			
Morden	\$ 900.00	\$ 56.25	
Devils Lake	\$ 600.00	\$ 37.50	
Portage	\$ 700.00	\$ 43.75	
Niverville	\$ 850.00	\$ 53.13	
N/A			
Other Expenses:			
Pictures	\$ 350.00	\$ 21.88	
Coaches Gift	\$ 300.00	\$ 18.75	
Wind Up	\$ 320.00	\$ 20.00	
N/A	\$ 2,400.00		
N/A	\$ 3,600.00		
N/A	\$ 1,200.00	\$ 75.00	
N/A	\$ 4,800.00		
Total Expenses	\$ 16,020.00	\$ 326.25	

Statement of Account Sheet

This sheet will show your team's money in and out, along with a running balance. Start by filling in the Starting Balance cell which will likely be \$0.00. As money comes in or leaves the account complete a line starting with:

- Date – Enter the transaction date
- Memo – Enter a description of the income/expense
- Money In – Enter the amount of money received
- Money Out – Enter the amount of money leaving the account
- Balance – This column will populate as you enter your money in and out.

See a small sample below:


 Start with a Dream, Achieve your Goals, Flyers for Life				
Statement of Account				
Starting Balance: \$ -				
Date	Memo	Money In	Money Out	Balance
5-Oct	Players tournament money from treasurer	\$ 2,400.00		\$ 2,400.00
20-Oct	Morden Tournament Entry		\$ 900.00	\$ 1,500.00
25-Oct	Devils Lake Tournament Entry		\$ 600.00	\$ 900.00
31-Oct	Coop Fundraising Money (Team Total)	\$ 581.00		\$ 1,481.00

Coop Fundraising Sheet

This sheet will track your team's efforts in selling Coop Gift Cards and will be handed to the treasurer via email or with your money/cheques from gift card sales. Steps to completing the spreadsheet are:

- Total Sold column (D) – Enter each player's total sales
- Denomination of Gift Cards Sold columns (E-J)– Enter each player's total cards sold of each denomination
- Accuracy Check column (K) – This column will total the sales of each denomination for each player. The Total Sold cell and Accuracy Check cell for each player should equal the same amount before you submit to the treasurer.
- To Player Amount column (M) – WMHA treasurer will send the team total for this column to the manager to disburse among players wallets. Each player receives 10% of their cards sold and this amount will populate on the Master List spreadsheet.
- Cash Totals (Q) – Enter the amount of each denomination of cash you are providing the treasurer when handing in the funds raised.
- Cheque Total cell (S15) – Confirm the total value of cheques you are handing to the treasurer equals the amount populated in this cell.
- Grand Total Cell (S17) – Should equal the Team Total cell (K25) under the Accuracy Check column.

See example below:

Co-op Gift Card Fundraiser - Winkler Minor Hockey									
Team: _____		 Start with a Dream. Achieve your Goals. Flyers for Life							
Player Name	Total Sold	10	25	50	100	500	1000	Accuracy Check	To Player Account
Player 1	\$ 500		4	2	3			\$ 500	\$ 50
Player 2	\$ 5,000				20	2	2	\$ 5,000	\$ 500
Player 3								\$ -	\$ -
Player 4								\$ -	\$ -
Player 5								\$ -	\$ -
Player 6	\$ 310	1	12					\$ 310	\$ 31
Player 7								\$ -	\$ -
Player 8								\$ -	\$ -
Player 9	\$ 500				5			\$ 500	\$ 50
Player 10								\$ -	\$ -
Player 11	\$ 10,000					4	8	\$ 10,000	\$ 1,000
Player 12								\$ -	\$ -
Player 13								\$ -	\$ -
Player 14								\$ -	\$ -
Player 15								\$ -	\$ -
Player 16								\$ -	\$ -
Team Totals	\$ 16,310	1	16	2	28	6	10	\$ 16,310	\$ 1,631

Cash Totals		
Dollar Value	Amount Received	Totals
\$5 x	4	= \$20
\$10 x	4	= \$40
\$20 x	56	= \$1,120
\$50 x	20	= \$1,000
\$100 x	8	= \$800
Total		\$2,980
Cheque Totals		\$ 13,330
Grand Total		\$16,310

Gift cards cannot be used to pay on account - must be used at the time of purchase
 Gift cards may be used as form of payment at point of sale in any department with the exception of bulk fuel, cardlock, agro and bulk propane

Players Names Sheet

Enter your player's names starting in the cell that says "Player 1". This will populate the players name in the correct cells for both the Master List and Coop Fundraising sheets. Note, these are not the player's jersey numbers. Delete any extra player cells you have, for example, if you have 13 kids on your team you can delete the cells that say Player 14, Player 15 and Player 16 on this sheet. If you have less than 16 players, you will also need to delete the extra columns on the Master Sheet. To delete columns on the Master Sheet highlight the columns you don't need and press Delete on the keyboard.

Individual Income/Expense Sheets

The remaining sheets in the workbook are individual Income/Expense spreadsheets for each player. Information for each player should be emailed or handed to the parents at the end of the season along with the refund or invoice of how much is required to zero out the account. As mentioned earlier, we usually see player refunds at the end of the season. Example below:

Players Name:		Player 1
Income		
Initial Tournament Fee	\$	150.00
Coop Fundraiser	\$	150.00
Home Tournament	\$	64.13
Flyers 50/50	\$	56.25
N/A	\$	-
N/A	\$	-
Total Income	\$	420.38
Expenses		
<u>Tournaments</u>		
Morden	\$	56.25
Devils Lake	\$	37.50
Portage	\$	43.75
Niverville	\$	53.13
N/A	\$	-
<u>Other Expenses</u>		
Pictures	\$	21.88
Coaches Gift	\$	18.75
Wind Up	\$	20.00
N/A	\$	-
N/A	\$	-
N/A	\$	-
N/A	\$	-
Home Tournament Silent Auction Gift		
Total Expenses	\$	251.25
Surplus/Deficit	\$	169.13

WMHA will provide you with a cheque at the Manager/Coach meeting to cover ref costs for the majority of the season. Each home game you will need to pay the refs officiating your game and may incur some travels fees if the game is in PC or the scheduler needs to get out of town refs. Game and travel costs will be established by the executive annually and relayed to the managers.

U13 Gold and U15 divisions have a head ref while U11 uses a mentor. The rest of our divisions will have a two ref system and can ignore the Headman/Mentor categories on the sheet. See example below:

[illegible]