

METCALFE DISTRICT HOCKEY ASSOCIATION

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TEAM TREASURER MANUAL



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Introduction

Welcome to minor hockey! Our organization runs on volunteers and we want to make your role as team treasurer as seamless as possible.

Team Treasurer Responsibilities

The team treasurer must be voted in at the beginning of the season. This typically occurs during the first parent meeting of the season once the team has been established. Of course, since you're reading this, you probably are already aware of that.

The Team Treasurer is responsible for the following:

- Draft a team budget (to be agreed upon and voted in by the team)
- Send the approved team budget to the MDHA Treasurer no later than October 31 each hockey season
- Open a team bank account, ensure to identify a designated payer or a co-signer for the account
- Ensure team fees are collected no later than the end of October each year
- Work with the manager to assist in any team fundraising efforts and provide an accounting of the money raised.
- Pay for team expenses
- Close the team account at the end of the season
- Send the final budget to the MDHA Treasurer no later than April each hockey season

Don't worry. We're going to walk you through all this.

The Warm Up

At the beginning of the season, the coach will hold a parent meeting to discuss their expectations. This is likely when you got voted in as treasurer as well. Congratulations!

Also during this meeting, the team should have voted on team fees for the season. This amount, in addition to any fundraising estimates, acts as a starting budget for the year. Here's an example of a team budget to start you off.

BUDGET SHEET - Breakdown			
Team			
Period Covering: September 2022-2023			
START BALANCE:		\$	-
REVENUE	Estimated	Actual	Description / Justification
1 Team Fees	3750.00	0.00	
2 Fundraiser #1	1000.00	0.00	
3 Fundraiser #2	1000.00	0.00	
4 Sponsorship	500.00	0.00	
5 Sponsorship	500.00	0.00	
	0.00	0.00	
TOTAL REVENUE:	6750.00	\$ -	
EXPENSES	Estimated	Actual	Description / Justification
Games / Practices			
1 Extra Ice	1000.00	0.00	
2 Player Development	500.00	0.00	
3 Goalie Development	500.00	0.00	
	0.00	0.00	
Sub Total	2000.00	0.00	
Events / Tournaments - Away			
1 Away Tournament	1200.00	0.00	
2	0.00	0.00	
3	0.00	0.00	
	0.00	0.00	
Sub Total	1200.00	0.00	
Events / Tournaments - Home			
1 Local Tournament #1	1000.00	0.00	
2 Local Tournament #2	1000.00	0.00	
3	0.00	0.00	
	0.00	0.00	
Sub Total	2000.00	0.00	
General Operations			
1 Bank Account Fees	50.00	0.00	
2 Christmas Party	500.00	0.00	
3 End of Year Party	500.00	0.00	
	0.00	0.00	
Sub Total	1050.00	0.00	
Misc. Payments			
1	0.00	0.00	
2	0.00	0.00	
3	0.00	0.00	
	0.00	0.00	
Sub Total	0.00	0.00	
TOTAL EXPENSES:	6250.00	\$ -	
END BALANCE:		\$	-
Treasurer Signature: _____			
Parent Signature: _____			

The team budget needs to be submitted to the MDHA Treasurer (treasurer@metcalfejets.ca) before October 31.

A blank template is available here: [Blank Budget Template](#)

Now that you have that out of the way, you're going to need to set up a team bank account so that you can start collecting team fees. In order to do that, you need to contact the [MDHA Treasurer](#) again, this time requesting a bank account letter. When submitting your request, please include the following information:

1. The team name
2. Your full legal name (what appears on your driver's license)
3. Your co-signor's full legal name (what appears on their driver's license) **OR** the name of the designated team payer

This may seem picky to you, but rest assured it will save you time and frustration as the bank will only open the account if the name on the letter matches the name on the ID provided to open the account.

The MDHA Treasurer will attempt to reply via email within 48 hours. If you haven't heard from them within a week, please reach out and follow up to avoid delays and frustration. We would say follow up within 48 hours but our Treasurer has kids in hockey too and if you request your letter in the middle of a tournament weekend, there's a good chance it won't be addressed right away. So give them the week. Please.

We speak from experience here.

First Period: Collecting the Cash

Now that we have things set up, it's on to bringing in the money.

Collecting Team Fees

The easiest way to collect team fees is by setting up a team email address and having parents e-transfer money to that account for deposit. You can also set up auto-deposit with that team email address so that it's done in one step.

Please keep in mind that there is a \$350 maximum for team fees for House League.

Fundraising

If this is your very first time with hockey, you need to know that there is a good chance that team fees won't cover all the tournament costs right up front. Which is where fundraising and sponsorship money comes in.

Depending on your team manager, they will appreciate help with organizing and running any fundraising. The team should decide on what fundraising they want to do (and boy, do we have a list for you, see Appendix A), and then it's a matter of setting a deadline and running it. Talk to other teams, see what they're doing or what has worked for them in the past. Then run the fundraiser, collect the money.

Sponsorship

We are very fortunate in Metcalfe to have many small business operators who support hockey teams. It's worth the time to send an email out to your team with the [sponsorship letter](#) attached and ask parents to put it out to their network.

Important Note: Sponsorship money must be spent in the season. It can not be disbursed to parents at the end of the season.

At this point, your revenue part is mostly done.

Second Period: Paying the Expenses

Important Note:

The team bank accounts can be set up as dual signature accounts or single signature account. The major difference is that a dual-signature cannot pay for things using e-transfer. All expenses will have to be paid for or reimbursed using cheques.

In the case of a single signature, the team will designate one team member to pay all team expenses. The designated payer for the team will send receipts to the team treasurer for reimbursement. This practice ensures that two sets of eyes are on the team funds for the duration of the season.

We've said it before, but it bears repeating: When requesting a bank letter from the Treasurer, please indicate whether it will be a dual signature account or a single signature account and who on the team will fill the role of co-signer or designated team payer.

Tournaments

If it isn't discussed at the first parent meeting, a decision regarding which tournaments to sign up for will need to be made. Usually this is decided on by the coach and manager and you just need to worry about reimbursing whoever has paid for it on the team's behalf.

If you need to pay the tournament directly with a cheque, a Google search of the tournament name and date will usually bring you to the page you need and the details for payment will be there. This is assuming your team manager or coach doesn't know. It's not super complicated.

Reimbursements

As mentioned above, the bulk of your expenses are going to be reimbursements to the coach or team manager. If using a dual signature account when you set up your team

bank account, make sure you get a few cheques with the account. Some community accounts offer 10 cheques for free, other accounts require you to buy cheques.

Regardless, you're going to need a few so may as well have them to start out.

This does not apply to single signature accounts. The process for reimbursement for single signature is as follows:

1. Designated team payer pays the team expense
2. Team payer provides proof of payment to the treasurer, with a cc to the head coach
3. Treasurer reimburses the designated team payer via etransfer

Hall Rentals

One last note about expenses: For any team party hall rentals, please send a request to our secretary (secretary@metcalfejets.ca) with the date, start and end times you would like and for what hall. Our association can book some City of Ottawa halls for a discounted price.

Third Period: Closing Out the Season

All right! You survived the season! Congratulations to you.

Now that the season is done, there are a few things left to do. You've got this.

Final Expenses

Do one last sweep with your coaches, designated team payer and manager to ensure that everyone has been reimbursed for all team expenses.

Team Fee Reimbursement

Ideally, you would have everything wrapped up before the end-of-season party. This isn't always possible, but it saves you some time, if it can be done.

Once you have all the expenses paid out, you want to make sure that you have used all the sponsorship money. Sponsorship money can not be disbursed to parents.

Then it's a simple matter of dividing the amount remaining in the account into the number of players you have. If you have enough cheques, you can use those to pay parents, otherwise withdraw the cash and divide it into envelopes.

Note: Some teams choose to donate leftover money to the [MDHA Financial Assistance Fund](#) or to the MDHA Bursary Fund. These are wonderful, much appreciated gestures that you can put out to your team to vote on.

While you are withdrawing the cash, you can close your team account for the season.

Closing the Team Account

The team account must be closed by April 30th of each year.

Last Step

Please email the MDHA Treasurer (treasurer@metcalfejets.ca) with two things:

- a) Confirmation that the account balance is closed. A zero balance statement will do. In a pinch, they'll take your word on it but we prefer documentation.
- b) The final budget vs actuals for your season. You'll notice when you do your budget at the beginning of the year that there is a column for estimates and one for actuals. It's a simple matter of filling out the actual column.

Conclusion: Some Final Notes

You did it! Your season is done.

Thank you for all of your help this year. While you may not be on the ice, acting as Team Treasurer has an impact on how the season runs. You've helped your coach, your team manager and the association in making sure that the kids get to play hockey.

See you at the rink next season!

Appendix A: The Fundraising List

This is an ongoing collection of ideas. Depending on your team's needs, and how enthusiastic your parents are, some fundraisers will be better suited than others. Pick what appeals, ignore the rest.

- [Little Caesars Pizza](#) fundraiser: This has been popular, the key is to ensure that not many other teams have started one already. There is a level of market saturation at play here. But if there is only a couple other teams running this, or not a lot of overlap, it's a good solid option. And also: pizza.
- Bottle Drive: Set the date, and get the players involved. Have parents put it out there and collect empties. Then take them into the Beer Store and voila, team funds! This one is a bit more involved in terms of effort, but it can be worth it.
- Wine Survivor....this one is a little more complicated.
 - You sell buy-ins to participants. They fill out a ballot with their name and email address and supply a bottle of wine (or booze...you don't have to limit it to wine if you don't want to) and ensure they know to watch their emails for the start.
 - The person running the game has a list of names and contact emails. On the first day of Survivor, they randomly draw three names. Those people then have 24 hours to buy back in, or be kicked out of the game. There is only one buy back per entry.
 - Every day another three names is picked until you're down to your final three.
 - Then the event organizer picks a name for third place, one for second and the grand prize winner. The prizes are as follows (though adjust as you want)
 - First prize: 50% of the wine collected

- Second prize: 35% of the wine collected
- Third prize: 15% of the wine collected.

For this one, the buy in can be as low as you like, but \$5-\$10 is reasonable.

- Gift Card raffle: Each player donates a gift card (set a minimum for this...typically \$20- \$25) and then players sell tickets for the draw. Depending on how many tickets sold, you can divide it into two draws, a first and second place or all one draw. This one works best if done before the Christmas shopping season really gets underway. Hold the draw and the player who sold the ticket can get the gift cards to the winner. Ta-da.
- Grand in Your Hand raffle: Sell raffle tickets for \$10 each. At a predetermined draw date, draw a ticket. The winner gets \$1000, the team gets the rest. In order to do this, you may need to set a minimum number of tickets sold.