

TEAM TREASURER HANDOUT 2023-2024

Finances

1. Work with your Team Manager & Coach to prepare a **budget** for Team Approval. Your budget workbook and budget guidelines are available on the Managers Resources Page on the CMHA Website
2. Ensure your budget is submitted to your Parents for review and approval. Once approved this must be sent to the Division Coordinator/Director for approval.
3. Once approvals are received from your DC or DD, you must upload to your [TeamSnap](#) Team's Media Link/Files before October 31.
4. Please make sure you update your team's Financial Workbook Monthly.
 - Update your Month by Month actuals on your budget tab of your financial workbook with actuals vs budget, and update your Monthly Reconciliation Sheet
 - Documents must be uploaded via the TeamSnap Website login (mobile does not allow this).
Documents that need to be uploaded to your TeamSnap Team's Media Page / Files:
 - Team Roster
 - Financial Workbook (must be updated monthly and uploaded monthly by the 14th of the following month)
 - Monthly Bank Statements. You can email Prospera Credit Union or drop by and request a copy of your monthly statement.

*Your CMHA Division Coordinator will review your Media Page on TeamSnap Team's Page to make sure all documents have been uploaded. All transactions of the team funds including expenditures, deposits etc must be recorded monthly.

5. The Treasurer and Team Manager are responsible for **managing funds** to ensure the fees for officiating are covered for the season and to ensure officials are paid after each game.
6. REMINDER \$100 will be withheld from your CMHA Team deposit which will be deposited on a posted date upon return of your bankbooks & Equipment at end of season Once all supplies have been returned and all financials have been completed you will receive the \$100 holdback
 - **The \$50 start up fund must remain in the account as an ending balance.**

7. Information on Team Banking is at the end of this Handbook.

Fundraising and Gaming License Applications

*****Important: Teams who do not follow these procedures are at risk of seizure of any unauthorized funds raised.**

1. Any and all **fundraising** functions for the team must follow the proper fundraising guidelines. All fundraising must be submitted on the [CMHA Fundraising Application](#).
2. Once the event is complete, the information must be updated on the CMHA Fundraising Report.
3. If you have any kind of gaming/games of chance / 50-50 etc, you must apply for a BCLC Gaming License and provide the number of the license to the Treasurer. **IMPORTANT - All teams must apply for their own gaming license and provide the number of the license to the Treasurer. The application must be in their team name (NOT in CMHA name). No CMHA directors should be listed on the application.** After completion of the event, you must send the Gaming event Revenue Report to BC Gaming with a copy to the Treasurer.
4. No later than the end of the season the CMHA Fundraising Summary must be completed and uploaded to your TeamSnap Team's Media/Files Page. Ideally, it would be updated through the season.
5. **NOTE: Fundraising using alcohol is not permitted. No booze baskets, wine pools or other types of events using actual alcohol. BCLD Gift cards are permitted. This will be strictly enforced as it puts our Gaming Grant at risk.**

CMHA Team Banking & Accounts

Team Bank Accounts

Prospera Credit Union - 290 - 3025 Lougheed Highway, Coquitlam, BC V3B 6S2

The Prospera Credit Union has bank accounts set up for each team and tournament.

- Banking Fees are yet to be Determined so please budget for \$20 for now.
- Your account will start with \$50.00 as of September 1. Please ensure that you record your books to provide for \$50.00 left in each account at the end of the season.
 - Please carefully check your monthly statements to see if any unauthorized transactions occur. (ex. a team fees refund cheque from a previous season was cashed (this happens) or your team is charged for supplies ordered.) If there is anything out of the ordinary please email the league treasurer asap so we may look into it and we will reimburse your team account.

The CMHA Team Bank accounts at Prospera Credit Union are mandatory. There must be 2 signers on these accounts and the signers may not be related to each other and may not be any coaches. Preference is Team Manager & Team Treasurer. **It is not permissible to simply withdraw the funds in order to use another account, this includes withdrawal of all funds at end of season to redistribute funds to team members via e-transfer.**

Please see new instructions at the end of this section for setting up signing authorization on the accounts.

Team Banking Supplies

You will be provided with a cheque book, deposit book and stamp which must be returned at the date set. (supplies have been ordered for teams that were low) There will be \$100 held back from each bank account which will be transferred into the account upon return of the banking materials and equipment at the end of the season. Materials not returned by that timeframe will forgo the deposit.

Your Division Coordinator will provide dates for pick up of banking supplies at the beginning of the season and return at the end of the season.

CMHA Deposits, Withdrawals & Reporting Requirements

Team Deposits

- **Team Funds** - There is a portion of registration fees which are collected in order to return to the teams as Team Funds. This is meant to ease the burden of having all the team expenses at once. The funds are returned to the team in increments. The amounts and schedule are shown below. Many members are under the mistaken idea that these funds are to cover the referees for all games - this is not so, we use the amount of referee costs as a base to determine an appropriate amount but as the number of games and/or the fees may change, this amount simply serves as a base amount with which to provide the Teams start up funds.
- **Travel Costs Rebate - "A" Teams** Each team who is required to travel to the Sunshine Coast, Whistler or to the USA (ONLY THESE 3) for a scheduled PCAHA game will be provided a rebate of \$750.00 once per location to assist in the expenses for these games. This funding is provided from surplus of rep evaluation revenues. **Teams need to submit a request for this rebate to their Division Director providing the game number, date & location.** This will be reimbursed with the 2nd CMHA Deposit.
- **Teams in Final Four or Championships - "A" Teams** - Teams who progress to Final Four and/or Championships may make an application to the CMHA Board for grants to help

offset some of the travel and extra ice costs for the players. The amount provided is based on budget, location and ability to provide funding from the surplus of rep evaluation revenues. **Teams need to submit a request for this funding to their Division Director with a budget.**

Usually upto \$500 in extra practice and game ice costs as well as upto \$500 for Referee Fees for Final Four or Championships (A-Teams Only)

Reporting

- **Budget** - Each Team must have their season budget uploaded to the TeamSnap Team's Media/Files Page by October 31
- **Monthly Bank Statement** must be uploaded to your TeamSnap Team's Media/Files Page by the 15th of the following month. You can obtain your statement from the Credit Union.
- **Monthly Income & Expense Reporting**
Documents must be uploaded via the TeamSnap Website login (mobile does not allow this).
Documents that need to be uploaded to your TeamSnap Team's Media Page / Files:
 - Financial Workbook (must be updated monthly and uploaded monthly by the 14th of the following month)
 - By December 15th you must have uploaded your documents up to Nov 30
 - By March 15th you must have uploaded your documents up to February 28
 - Final TeamDocuments must be uploaded by April 7 for final deposit around April 15th

Team Deposit Dates (these can be delayed by the bank by up to 10 days)

The total amount of deposit will be calculated using the Team Funds, Grant, Travel Cost Rebate and Registration Rebate and distributed as follows:

Deposit #1	Start of season (before end of Oct)	U6/U7/U8/U9 \$200 U11 to U21 - \$500	Team Start up Funds
Deposit #2	First week in January	75% of amount due less deposit #1	Roster uploaded, Financial Workbook updated monthly (upto Nov 30) and uploaded, Monthly Bank statements uploaded, Clinic Reimbursement Form uploaded and sent to DCs. All must be uploaded to

			team's TeamSnap Media/Files Page by Dec 15
Deposit #3	Approximately April 15th	balance owed less \$100 holdback	Financial reports / Fundraising Summary up to Feb 28 completed and uploaded to teams TeamSnap Media/Files Page

Team Withdrawals

- **Extra Ice and Dry Floor Invoices** - will be issued on Dec 31st & March 14th. Funds will be withdrawn by the end of March (date TBA). It is important to keep track of your own ice costs to ensure there are no surprises and the ice costs should be reported on your financials even if you have not yet been invoiced for them.
- **Extra Officials Insurance Cost** will be withdrawn the first week in January.
 - U6-U9 (8 Officials covered) (U11 and above 5 Officials covered) all overages will be charged \$40 per extra official
- **CMHA Rep Team Fees - "A" Teams** will have their *Team Fees* withdrawn approximately the first week in January. Your Rep team fee amount will be given to you by your Division Directors *NB – Non parent Rep Head Coaches will be issued their cheques on Dec 15 and March 15th by CMHA. Non Parent Assistant Coach honorarium / gas allowance is to be provided by the Team.
 - CMHA Rep Fee Advances (preseason start) will be withdrawn with your Rep Fees Withdrawal. (\$500 per team)

Team Bank Account signer's requirements for Prospera Credit Union.

WALK INS WILL NOT BE ACCOMODATED. PLEASE CONTACT CAITLIN OR PETER IN ADVANCE FOR AN APPOINTMENT

Information Needed for adding a person to a CMHA team account:

1. Legal Name
2. Legal address (will match address on ID) and phone number
3. Preferred email address for contact
4. 2 pieces of ID (Drivers license and either care card or credit card) scanned to the branch
5. SIN number

6. Citizenship
7. Employment information: name of company
8. Position at employer
9. Address of employer & phone number

If you have been a signer in the last few years, please just confirm with us that none of the above information has changed.

Also include the Team name that you will be signing on and be aware there will be no drop in appointments.

This information can be sent to :

Caitlin Steacy at (Caitlin.Steacy@prospera.ca)

or

Peter Radonjic at (peter.radonjic@prospera.ca)

We will then contact you for the signing of the paperwork which will be done in person, by appointment.

Thank You for your patience if you do not receive a response immediately.