

Kelowna Minor Hockey



Team

Treasurer

Handbook

TREASURER

The treasurer is not a rostered position and therefore does not need any courses or clinics. The treasurer must not be a family member of the manager as both are required to sign off on all team expenses.

BUDGET

All rep teams must prepare a budget that is presented to the parents. The team budget should be discussed and approved by 66% of the parents at the beginning of the season to ensure that team and parent expectations are aligned. Items to include in the discussion are what is and is not covered by team fees, payment options, fee deadlines, and to whom the fees are paid to.

Once approved by parents, the budget must be emailed to execdir@kelmha.com and treasurer@kelmha.com by October 15th. Should revisions need to be made, an updated budget will be required to be submitted. A good example of something that can significantly alter a team budget is a planned tournament where parents intended to drive and winter conditions made renting a bus a more viable option.

An example of a sample budget would be:

Sample Budget	
	Original
Revenues	
Team Fees Collected	\$36,000.00
Fundraising	\$4,000.00
Tournament	\$1,800.00
Total Revenues	\$41,800.00
Expenses	
Tournaments:	
BWC	\$1,750.00
Kamloops	\$1,350.00
Pat Quinn	\$2,500.00
Regina	\$1,775.00
Total Tournaments	\$7,375.00
Team Building - Myra Canyon	\$690.41
Dryland	\$2,840.00
Team Dinner - BWC Tourney	\$464.37
Team Building - Go Karts	\$735.00
Team Building - Kamloops Tourney (Blazers game)	\$254.00
Team Dinner - Pat Quinn Tourney	\$400.00
Xmas party	\$500.00
Coaches Team Apparel	\$67.20
Coaches year end gifts	\$150.00
Year-end Dinner	\$300.00
Carding Fees	\$7,600.00
Team swag (hoodies, track suits, toques)	\$3,400.00
Coach fees	\$12,500.00
Total Expenses	\$37,275.98

BANK ACCOUNTS

Every KMHA rep team is provided a bank account. Use of these accounts is mandatory. It is a necessity to reassure parents that funds are being used as intended and complies with 2-person authentication. The team treasurer will receive a delegated Scotiabank bank card from KMHA. This card gives the treasurer the ability to deposit through ATMs, accept e-transfers, and log in to check on the account balance or print statements.

The team treasurer cannot remove funds from the account. To reimburse for team expenses, the manager or treasurer may submit an expense form found here:

<https://www.kelownaminorhockey.com/wp-content/uploads/sites/720/2022/04/KMHA-Expense.pdf>

This is a fillable pdf, please type out all info, especially e-transfer information. This form may also be used to pay tournament fees to other associations. The form must be authorized by both the treasurer and manager. At the end of the season, after all expenses have been reconciled, disbursement of the remaining funds can be sent back to the parents. E-transfer information and the amount to each parent on an excel spreadsheet is preferred.

At the end of the season, all bank cards are required to be returned to the KMHA office.

GAMING LICENCES AND FUNDRAISING

Gaming Licences are required for any 50/50 raffles and other applicable fundraising. Individual Sports Teams are eligible to apply for a Class D license which allows you to raise a maximum of \$5,000 in gross revenue. There is a maximum of \$500 value for each prize and alcohol **CANNOT** be a prize. Full details are available [here](#).

"As stated in Section 5.1 of the Class A/B Guidelines and Section 3.1 of the Class D Guidelines "Liquor, prohibited or restricted firearms as defined in the Firearms Act (Canada), and live animals cannot be offered as prizes." No alcohol can be offered as a prize, however gift certificates to establishments that sell alcohol are permitted. Cannabis products are being treated similar to alcohol and may not be offered as a prize, however gift cards to fully licensed establishments would be permitted." (BC Gaming October 2019)

It is important for teams to remember that it is the TEAM not KMHA that is doing the fundraiser. You must provide team information when obtaining your license and promoting your fundraiser. Also, you must remit the [Summary Report](#) to BC Gaming at the end of the event. If you have any questions, please email admin@kelmha.com.

To apply, you'll be required to submit:

- Completed online application form for a Class D Gaming Event Licence; and
- A non-refundable processing fee, payable by credit card only over a secure Ministry of Finance payment system.

Information you'll be required to put on your application includes:

- The full name and address of your group or organization and its general purpose
- The event location, date and time;
- Type of gaming event (raffle, bingo) and the amount of tickets/sales pricing and prize details; and
- How the net proceeds (funds) will be used to benefit the community, a specified third party, or the group or organization.
- Click the “Apply Online” link

Please Note: If you have items in a silent auction, they do NOT require a gaming license.

Click the link [here](#) to start your application for a gaming license. You will need to search for "Kelowna Minor Hockey Association".

SPONSORSHIPS AND DONATIONS

A team may be offered a sponsorship or donation from an individual or company in support of the team’s expenses. The sponsorship or donation may be designated for a specific expenditure or may be used at the team’s discretion.

Sponsorships and donations may also take the form of a good or service (rather than money). It is recommended that all sponsorships and donations to a team be acknowledged by some form of thank you note or letter of appreciation to the donor.

REPORTING

Team budgets should be completed by the team treasurer as soon as possible. They should be distributed to the parents, the KMHA Executive Director (execdir@kelmha.com), and the KMHA Treasurer (treasurer@kelmha.com).

It is recommended that the team treasurer provide regular updates to the team with respect to the financial position of the team in order to prevent “surprises” and/or misunderstandings. A simple financial update could include a summary of money spent and how much more would be required to pay for budgeted expenditures as outlined in the initial budget.

A final budget vs actuals report must be prepared and provided to parents and KMHA at the end of the season. The report should account for all moneys raised through parent contributions, fundraising, donations, etc., and all money spent.

A team parent of a member of the KMHA Board of Directors is entitled to request financial information at any time from the team. If requested, the treasurer must provide the information within seven (7) days of the request.

RETENTION OF FINANCIAL INFORMATION

Receipts (or copies of receipts) should be obtained where applicable for expenditures and retained with the team financial records. The financial records of the team must be kept for three years following the end of the hockey season.

COMPLIANCE

Compliance with the above financial guidelines and policies is mandatory. Please contact the KMHA Treasurer with any questions or if assistance is required. Non-compliance can result in sanctions against the head coach, team manager, or team treasurer as deemed appropriate by the KMHA Board of Directors.