Date: Oct 10, 2023

Revised Date: n/a

Policy: Team Treasurer Guidelines

Purpose: Set guidelines for WMHA team treasurers

1. Bank statements are emailed to the team treasurer at month end. If teams do not receive statements request these directly from Servus Credit Union.
2. Monthly - consolidate and reconcile the bank statements with:
    - deposit slips- detailed explanation of source of funds.
    - cheques by number - detailed explanation of the expense along with receipts/invoices.
3. Jan 15 - share consolidated monthly bank statements with WMH Treasurer either on paper or via email at `treasurer@whitecourtminorhockey.com`.
4. Season end by April 15 - share consolidated monthly bank statements with WMH Treasurer either on paper or via email at `treasurer@whitecourtminorhockey.com`.
   *Team locker deposits will not be refunded until copies or originals of team finances including bank statements, end of season account reconciliation, receipts and cheque stubs have been received.

*Keep invoices for all cheques written. Do not issue a cheque to anyone who has not provided an invoice.

5. At the end of the season if there are funds remaining in the team bank account, parent seed money can be refunded equally to all parents.
6. Team funds can be spent on:
    - Bussing
    - Extra ice rental
    - Tournaments
    - Other:
        - player momentos/coaches gifts
        - team functions
        - entertainment and coaches gifts

*If you are unsure of an expense verify with the `treasurer@whitecourtminorhockey.com` before you proceed.