

2026 Treasurer Guidelines and Procedures

Key Contacts:

Director of Finance (Trish): directorfinance@parklandminorball.com

General Manager (Amy): gm@parklandminorball.com

1. Treasurer Responsibilities:

As a Team Treasurer you are responsible for:

- Budget and Planning
 - Prepare the team budget and present it at the first parent meeting.
 - Use the official Team Financials spreadsheet.
 - Obtain parent signatures on the final budget.
- Banking
 - Set up the team bank account.
 - Ensure proper documentation is completed (see "Team Accounts" section below).
 - Deposit all money collected.

No cash payments are allowed

- Cash may be collected, but must be deposited into the bank account.
- All outgoing payments must be made by cheque or e-transfer.
- To send e-transfers, email the General Manager with:
 - Amount
 - Recipient
 - Proof/reason for payment
- Seed Money Collection
 - Collected in two installments:
 - First installment due: May 3rd
 - Second installment due: June 7th
 - Accepted methods: e-transfer, cheque, or cash (cash **must** be deposited).
- Umpire Payments
 - Umpires are **not paid at the plate** this season.
 - When hosting games, record:
 - Umpire name
 - Amount owing
 - Verified email address
 - Send this list to the General Manager.
 - Umpires will be paid the day after game is played - ensure General Manager has umpire information by the end of the night
- Record Keeping
 - Use the Team Financials spreadsheet for all tracking.
 - Update weekly (best practice).
 - Reconcile monthly with bank statements.
 - You will have access to the bank account to review transactions weekly.
 - Bank statements are emailed monthly to the treasurer email.
 - **NO CASH IS TO BE SPENT** - cash can be collected and then deposited into the bank account. Any funds going out must be through cheque or e-transfer (send General

Manager an email with amount and recipient, and proof of reason for payment)

2. Important Dates:

- **April 30**
 - Signed team budget sent to *Finance Team* consisting of:
 - Director of Finance
 - General Manager
- **June 10**
 - Team spreadsheet sent for review and questions to *Finance Team* once May has been reconciled
- **August 15 (or earlier if possible)**
 - Send final reconciled, parent approved Team Spreadsheet to *Finance Team*
- **August 31**
 - All seed funds must be returned
 - Any seed funds not returned due to over fundraising will go to the Twins Community Fund

3. PMBA Invoice Timeline

- All invoices will automatically be withdrawn:
 - April & May invoice:
 - Invoice emailed out by June 15
 - Funds withdrawn June 30
 - June invoice:
 - Invoice emailed out by July 15
 - Funds withdrawn July 31
 - Final invoice:
 - Invoice emailed out by August 15
 - Funds withdrawn August 31 (Unless the team advances to Westerns or Nationals.)

4. Setting Up the Team Bank Account:

- Required:
 - First parent meeting minutes
 - Must list all team positions.
 - Must include a motion approving the Manager and Treasurer as signing authorities.
 - Must be signed by two people other than the Manager and Treasurer.
 - Manager and Treasurer must:
 - Attend in person at ATB branch to be added to team as signing authorities
 - Must bring signed team meeting minutes
 - Must have signed authorization form from Director of Finance and General Manager to be added
 - All bank correspondence must use the Association mailing address.

5. Team Financial Spreadsheet Instructions:

- Once you receive access to your Treasurer email, your team spreadsheet will be available there and shared with your Google Drive. Do not make a copy of this spreadsheet, as it has already been shared with the GM and Director of Finance. This file must be used by the Team Treasurer throughout the season and should be updated each time the team incurs an expense or receives funds. This ensures the information is always accurate and up to date.
- The Treasurer must complete the Budget and Budget Detail tabs prior to the first team meeting, in consultation with the Coach and Team Manager. At the first team meeting, all items on the Budget Detail tab are to be reviewed, discussed, and voted on by the families to approve any additional costs for the season. Any approved changes must be updated on the Budget Detail tab. All families are required to sign off on the final budget, which is approved with a two-thirds majority vote.
- Any families required to contribute additional seed funds after the June seed payment must be provided with a screenshot or PDF of their player's account. This ensures they have full visibility into their current team financial position.
- Most expenses are charged as a flat amount per team. This total is divided by the number of players, and it will often not split evenly (e.g., $\$500 \div 11 \text{ players} = \45.45 per player, with a small remainder). On the team spreadsheet tab, there is a line at the bottom where any difference caused by rounding will be adjusted at the end of the season to reflect the actual total.
- Bank Reconciliation Tab – Record each transaction at the time you make a deposit or issue a cheque. Enter the total transaction amount only; do not itemize individual payments on separate rows. For example, if a \$2,000 deposit is made up of ten \$200 cheques, record a single \$2,000 entry and list the individual payors or details in the description field. The same approach applies to withdrawals from the team account. Reconcile this tab with your bank statement each month to ensure all deposits and withdrawals processed through the account have been accurately recorded.
- Throughout the season, record the details of each transaction on the appropriate Category tab (e.g., Hoodies → Apparel tab, Bottle Drive → Misc Revenue tab). The totals from these tabs will automatically populate the Team Spreadsheet tab. If additional rows are needed, email the Director of Finance with your request. They will update the file and notify you once it is ready. Do not add or delete rows or columns, as this may compromise the formulas within the spreadsheet.
- Team Spreadsheet Tab – This tab provides a running total of all income and expenses for the season. At all times, the total in cell C27 should match the running total of the most recent entry on the Bank Reconciliation tab. This tab also compares Budget vs. Actual amounts and tracks each player's account. Minor differences of a few cents may occur during the season due to rounding in the formulas; these will be adjusted at the end of the season.
- At the end of the season, once the spreadsheet has been fully reconciled, go to each individual player tab and save it as a PDF or take a screenshot. Send this to each family for review and approval of their final balance. Once all approvals have been received, cheques can be issued for the return of seed funds.

- Setting up your team financial spreadsheet:
 - **Budget** tab - Enter all the Players in alphabetical order by last name, first name starting in cell A27. The amounts in the Estimated Expenses and Estimated Income are auto populated from the **Budget Detail** tab. **To be printed for parent signatures.**
 - **Budget Detail** tab - Enter in details for the season to be presented at the team meeting. Estimates for budget detail tab provided below for guidance:
 - **Umpire Fees** – Approximately 40 games * (some may have mileage) **2026 Prices as per Baseball Alberta**
<https://sites.google.com/baseballalberta.com/virtualhandbook/rules-regulations/umpires>
 - 11U - \$45 or \$67.50 (if only 1)
 - 13U - \$50 or \$75 (if only 1)
 - 15U - \$60 or \$90 (if only 1)
 - 18U - \$65 or \$97.50 (if only 1)
 - 18U BAEL - \$100
 - **Coaches Expenses** (Honoraria)
 - 18U-BAEL - ≈ \$15,000-18,000
 - 18U-AAA - ≈ \$12,000-15,000
 - 15U-AAA - ≈ \$9,000-14,000
 - 15U-AA - ≈ \$2500 (if a non-parent coach)
 - 13U-AAA - ≈ \$6,000-8,000
 - 13U-AA - ≈ \$1000 (if a non-parent coach)
 - 11U-AA- ≈ \$1,000 (if a non-parent coach)
 - Travel, Hotel, Gas, Meals, etc. varies per team and can be estimated by tournaments/away games booked. These costs are above the honoraria costs noted.
 - **Gas is an acceptable expense:** When coaches are traveling outside greater Edmonton, gas can be expensed. Coaches must start with a full gas tank and end with a full gas tank. This is an acceptable covered expense. In the event a coach is on route for multiple days, the same rules apply. However, there are additional gas receipts on out-of-town trips. Coaches must provide receipts before and after to be reimbursed. This implementation should take away any questions and protect parent groups and coaches. Coaches are encouraged to carpool when possible.
 - **Hotel Expenses are an acceptable expense:** Coaches are expected to stay in the same hotel if a team is booking a hotel on road trips. It is 2 coaches per room. If a coaching staff has 3 coaches, 2 rooms are an acceptable expense. Please note, team managers will book rooms for the team. It is not the responsibility of the coaches. The team manager is to book hotel rooms for coaches and the team to help control cost for the parent group.
 - **Per diem is an acceptable expense:** When coaches are on the road and hotels are required. Coaches are entitled to 40 dollars a day. A coaching staff is only allowed to expense up to \$120.00 per diem. (If a coaching staff has more than 3 coaches that are non-parent coaches, the per diem must

be split. We need to find a balance to support the coaches while also keeping cost under control for the parent group. Please note on day trips outside of Edmonton, "travel days" when teams are not staying in a hotel, the per diem is \$20.00 a day. If a team supper is bought and paid for by the team, the coaches per diem is reduced to \$25.00 for that day.

- **Car rental or plane fare is an acceptable expense** for out of province travel
- Any team with only parent coaches should budget for floating coaches, \$100 per appearance
- **Team Fees** (Baseball Alberta, Tournament Fees, Socials etc) Team Fees - as set by Baseball Alberta - www.baseballalberta.com
 - Player Fees AA / AAA - \$80 per player
 - Coach Fees AA / AAA - \$50 per coach
 - Team Fees 11U to 18U AA - \$650
 - Team Fees 13U to 18U AAA - \$750
 - Team Fees BAEL - \$1200
 - Socials – as agreed upon by team
 - Tournaments - as agreed upon by team
- **Diamonds and Facilities**
 - Indoor Field Time – April = 12 hours @
 - \$86.25 (1.5 hours for shared field)
 - \$115 (2 hours for shared field)
 - \$172.50 (1.5 hours whole field)
 - \$230 (2 hours whole field)
 - Diamonds - May to July = 14 weeks * 4 hours/week * \$33.60/hour
 - Host games = 15 * 2 hours/game * \$33.60/hour
 - Day Rate = \$160.00 for Spruce diamonds, \$130 for Glenn Hall diamonds
 - Approximate total to budget \$3,600 - AAA teams may want to budget more hours if there are 3 practices / week. **This rate (\$33.60) is the highest rate that can be charged and is used for budgeting. A blended rate will be used for actual charges.**
- **Apparel and Equipment**
 - Rep Package **AA** \$260 per player
 - Rep Package **AAA** \$310
 - Rep Coach Package \$260 per coach - paid by team
 - Extras: (may be subject to change, these don't necessarily need to be in the budget so long as the parents are aware that they are extra to what they are signing off on.)
 - Belt - \$10
 - Hat - \$35
 - Pants - \$50
 - Helmet - \$50
 - Player Bags - TBD
 - Catchers Bag - TBD

- Jersey Use – one time charge per player
 - 11U, 13U **AA** - \$65
 - 13U **AAA** - \$65
 - 15U, 18U **AA** - \$65
 - 15U, 18U **AAA** - \$100
- Field Equipment \$350 – one time charge (includes rakes, shovels, other tools, chalk machine, bases, bats, catcher gear, sanitizer, etc)
- 8 dozen practice balls - \$404 – one time charge
- Scorebook - \$10
- Line up cards - \$12.50
- Chalk - \$25 per month
- Quick Dry \$35 per bag
- Baseballs – Practice - \$50.50 per dozen
- Baseballs - Game 80cc - \$68.25 per dozen
- Baseballs - Game RCAL - \$68.25 per dozen
- Baseballs – Game ROML - \$107.50 per dozen **15U, 18U-AAA**
- **Miscellaneous**
 - Specialized coach time (extra training) - \$100/hour
 - Coach Gifts, Water, Stickers, Bank Charges, etc
- **Proposed Revenue**
 - Seed Fund – As set by team
 - Registration Fee Credits - 72.5% back to team
 - 11U - \$300 * 72.5% = \$217.50 per player
 - 13U - \$320 * 72.5% = \$232.00 per player
 - 15U - \$375 * 72.5% = \$271.88 per player
 - 18U - \$390 * 72.5% = \$282.75 per player
 - Fundraising / Sponsorship – As set by team

If you have any questions, encounter issues, or need assistance, please contact the General Manager or Director of Finance by email or phone.

- Amy - gm@parklandminorball.com / 780-720-8893
- Trish - directorfinance@parklandminorball.com