



SMHA Team Treasurer Role

2022

SMHA requires one (1) individual per team to complete this task. Duties of the Team Treasurer include but are not limited to:

- Respond to directives from SMHA Treasurer and SMHA Executive, and operate the team finances within established policies, guidelines, and regulations stated below
- Develops and distributes the team budget agreed to by a minimum of 75% of the team members.
 - This should be noted in the Parent Meeting Minutes, from the start of the season.
- Ensures any paperwork required for AGLC regulated fundraising is completed and submitted within the deadlines established by AGLC.
 - All AGLC permits must be in the name of the Team Treasurer
 - **SMHA teams are NOT authorized to use the “Springbank Minor Hockey Association” permit (AGLC License #); this permit is at the exclusive use of the Association and not for team level fundraising.**
 - Failure to obtain a license may result in a fine from AGLC, and SMHA will not be liable for any team fine levied.
 - Any publicly raised funds not used in the current season are to be donated to SMHA Hockey at the end of the season.
 - File retention must adhere to the AGLC rules. Review the AGLC for these guidelines.
- Collect, communicate, and manage all money.
- Respect the use of team email addresses.
- It is preferred that a separate team account is created rather than the use of a personal account for team funds. SMHA has established a relationship with Scotiabank on 85th (West Springs) to make this an easy process (see the attached document on the program)
- Send a request to SMHA Operations to obtain a letter of authorization to open a team account (details on the attached document).
- Responsible to maintain current budget details of the team.
 - Will be one of two required signatures on the team bank account.
 - Signatures on the Team Bank account should be the Team Manager & Team Treasurer.
 - Signatories are not to be related in any way. Example: spouses cannot be the sole signatories on team bank accounts.
- Email budget updates to the team once a month, to avoid “surprises” at the end of the year, and to ensure money is being accounted for accurately.
- Team Naming Convention
 - Open the team bank account along with the Team Manager, under the Springbank Minor Hockey designated team name; Example: Springbank U11 5.
- Issue cheques as required, for approved expenses and is responsible for all team deposits.
- Keeps all invoices and receipts, not a part of any AGLC fundraising for a period of 6 months (April to September) following the end of the hockey season (March 31st), in the event any financial review may be required. AGLC invoices and receipts are to be held according to their standards.
- Teams may fundraise over \$10,000 annually, however the team must notify, via email; the SMHA Treasurer that they have exceeded \$10,000 raised.
- Upon request, the Team Treasurer must be prepared to provide the SMHA Treasurer a detailed financial statement (revenues, expenses and bank balance) in the event a member of the Association requests a review of a specific team’s finances. At the conclusion of the season, any team funds are to be either returned to the respective team members, or donated to SMHA which is then part of the annual donation made from SMHA to the Kyle Stuart Memorial Scholarship Foundation