**TEAM FINANCIAL REPORTING**

1.       SMHA is a non-profit organization under the British Columbia Societies Act and is staffed by volunteers.  Although we pay our referees, NO member of the Association or participant may receive a personal benefit, cash or otherwise, without the written consent of the Executive.

2.       The best way to protect personal integrity is to always operate in an open and well-documented manner.

3.       All organizers, team managers and coaches associated in any way with minor hockey activities should follow uniform procedures for the control of all cash revenues and collections.  It is therefore expected that:

          A.      The team manager will be responsible for providing parents and the Vice-President with a Financial Season End report (sample forms available from the Treasurer);

          B.      Interim financial reports may be requested by the Vice-President or the Treasurer at any time and are to be provided within seven days;

          C.      Team bank accounts should be opened, in the name of the team (with the permission of the President or the Vice-President).  These accounts will provide monthly statements and return cheques;

          D.      All funds, statements and cancelled cheques as well as receipts, invoices and other financial records are to be kept safely and be made available upon request by the Vice-President or the Treasurer;

          E.      The account must have two signing officers for all cheques, one of whom is the team manager.  The other is to be a team parent;

          F.      Either a receipt or an initialed team list should evidence all CASH transactions;

          G.      Excess funds in the team account at season’s end must be turned over to the Treasurer to be deposited in the S.M.H.A. Benevolent Fund; and

          H.      Under NO circumstances may excess funds be used in ways contrary to the fundraising policy.