Policy #120 - Finance Policy

APPROVED: February 10 , 2026	**REVIEWED: February, 2026**
NEXT REVIEW:	**December 2029**
RESPONSIBILITY:	**Treasurer**
APPENDICES:	**GPMHA Finance Policy**
CROSS-REFERENCE:	**GPMHA Bylaw 10.4.6.7 & 10.4.6.8 Policy 149, 150**

POLICY STATEMENT:

Grande Prairie Minor Hockey governs all financial activities of the teams registered under the association. All financial transactions, including fees paid by parents, fundraising activities, donations made by corporate sponsors and all expenses are done so under the authority of Grande Prairie Minor Hockey. All team officials and members of the association must follow the associations financial policies. All funds raised and held by teams are always the property of the association and shall be managed in accordance of the policies of the association. Because of the strict nature of AGLC rules, gaming proceeds are subject to greater restrictions.

PURPOSE:

Grande Prairie Minor Hockey is committed to the development of our players and coaches. We encourage teams to use fundraising as a vehicle which will enable teams to provide extra skill development opportunities and hockey related activities. We discourage teams from raising funds to provide opportunities that don't place hockey development as the motivating factor for collecting funds.

We have an obligation as not-for-profit to ensure that our teams are using community raised funds in a responsible manner and not using them to forward personal interests, other than that of improving the skills of our players. We also have an obligation to enforce AGLC rules and monitor team finances to make sure we are complying with AGLC guidelines.

SCOPE:

All teams

DEFINITIONS:

PROCEDURE/GUIDELINES:

<u>Team Bank Accounts</u>

Grande Prairie Minor Hockey will assign accounts upon request and approval. All team accounts will be run through the office and monitored by the Executive & the Board Treasurer. All funds held by teams are the property of Grande Prairie Minor Hockey, therefore holding team funds in personal bank accounts will not be tolerated.

1.1. - **DEVELOPMENT TEAMS**

1.1.1 Teams must track all receipts and disbursements in the GPMHA budget template so we can track source of funds and ensure teams are compliant with AGLC and GPMHA policy.

1.1.2 To ensure transparency, security, and accountability, all financial transactions should be conducted electronically whenever possible. Fees and fundraising contributions from parents must be submitted via electronic funds transfer (EFT) directly to the Grande Prairie Minor Hockey Association office account. Funds will be deposited and recorded accordingly by office staff. The use of cash and cheques is discouraged. In cases where a member is unable to make an electronic payment, they may submit cash or cheque payments directly to the GPMHA office themselves.

1.1.3 All receipts and disbursements must transact through the team bank account. This means NO CASH disbursements are allowed.

1.1.4 Online access to team account statements will be available to the Head Coach, Team Manager and Team Treasurer.

1.1.5 Team officials will sign a code of conduct prior to receiving access to their team account. It will outline specific behaviour that GPMHA wishes to prohibit. Namely the misuse of funds on ineligible expenses and un approved expenses being covered nearing the end of the season.

1.1.6 All team-related payments and financial transactions shall be conducted electronically through the Grande Prairie Minor Hockey Association office to ensure proper oversight and accountability. In exceptional circumstances where immediate on-site payments are required such as for team meals or bus driver accommodations a parent may cover the expense and submit a completed expense reimbursement form to the office.

1.1.7 Prior approval for such expenditures is mandatory and must be obtained from either the Executive Director or the Board Treasurer. Reimbursements will not be processed without documented pre-approval and signage and approval from both the Team Manager & Head Coach.

1.1.8 All reimbursements must be submitted within 30 days of receipt or no reimbursement will be given.

1.2 GPAC/PCFAC:

1.2.1 Team debit cards may be held by the head coach and team manager and used for approved team expenses only. Receipts must be submitted weekly for accounting accountability purposes.

1.2.2 All receipts and disbursements must transact through the team bank account. This means NO CASH disbursements are allowed. This reduces our financial risk and supports our accounting process.

1.2.3 All cash received by the team must be deposited in full to the bank account as soon as possible.

1.2.4 All deposits shall be supported by appropriate documentation and recorded in the budget template including:
- Payment type (Cash, check, e-transfer)
- Purpose of receipt, i.e., monthly fees, track suits, bottle drives, sponsorships
- In the case of sponsors who wish anonymity, such information must be available to the Treasurer upon request but may be otherwise kept confidential.

1.2.5 All team disbursements shall be supported by appropriate documentation and recorded in the budget template including:
- The payee
- The ultimate recipient
- The true purpose
- Approval by Team Manager

1.2.6 At the end of each season, each team must leave $100 in its Team Bank Account. Teams cannot operate at a deficit and parents are responsible to ensure that there is $100 in the account at the end of the season. This $100 is a float for the next season — see item 2.

1.2.7 Surpluses remaining in Team Bank Accounts shall be transferred to the:
a. Equipment Replacement Fund
b. Hockey Helps Fund
c. Other as approved in advance by the GPMHA
Executive The Board will decide the allocation.

1.2.8 At the end of the season, all team Financial Spreadsheets, *source* documents, cheques, deposit books, *bank cards* etc. will be emailed/delivered to the GPMHA office *by April 15.* Teams failing to comply may be subject to sanctions.

1.2.9 All team activities must be completed and paid for prior to April 15, including wind up events.

Team Fundraising

Each team must prepare a budget and submit to the Treasurer for approval by October 31. The purpose of the budget is to outline the team's activities for the year, so GPMHA can confirm that sources of funding are going only to approved expenses. We encourage our teams to raise funds to lower the cost to parents for development, but we discourage the raising of funds for non-essential expenses.

Team Revenues can be raised in several different ways. The following are classifications used by GPMHA:

a. Fundraising – activities that involve requesting involvement from the community and are not limited to: bottle drives, battery drives, catalog sales to members of the team's social circle and the community at large, request for donations.
b. Raffles- include activities that require an AGLC license. .
c. Corporate Sponsorship- donation of money from a business or organization
d. Parent contributions

*Raffles that include the sale of alcohol must not have any participation from minors. We support our youth and it's the goal of GPMHA to model appropriate behavior with age appropriate activities. While these raffles are permitted, it is important to note that the alcohol must be donated, and under no circumstances purchased with team funds.

- Teams cannot request further support from any GPMHA sponsors. If it is decided that additional funds may be required by the association, it will be left to the board and the sponsorship committee to approach these sponsors for additional support. No fundraising activities will be approved that are in direct competition with our own sponsors. However, unsolicited donations from existing sponsors may be accepted, provided no direct solicitation has occurred.

- AGLC regulates how the proceeds of gaming funds may be spent. Using raffles is a great way to raise funds but be aware, there are restrictions. *Follow the link to the AGLC handbook, under sections 4 and 5 you will find the restrictions of gaming proceeds.* (https://aglc.ca/gaming/licences/use-gaming-proceeds)
- AGLC Handbook Sec 5.13.7 Explains that Personal clothing like track suits, dryland gear, and other personal apparel is not to be purchased using gaming funds.

- Awards like plaques and trophies are approved gifts when they are earned for specific achievement. No gifts for volunteers may be purchased with gaming funds.

- AGLC Handbook Sec5.21.1 Explains that gaming funds cannot be spent on social functions or recreational activities.

- A budget template will be provided for each level, indicating the appropriate revenue and expense that a team should expect in a given year. Guidance will be given so that budgets are appropriate for the level of hockey that teams are participating in.

- No Gift Card sales will be used as a fund-raising activity, due to its inefficiency and high financial risk level to the team. A gift card tree may be permitted as a raffle item, provided that all gift cards have been donated by parents and not purchased using team or association funds.

Team Financial Reporting

- Each Team Treasurer shall prepare the Monthly Financial Report and reconcile such Report to the Team Account.
  a) Current electronic team statements will be available to the Head Coach, Team Manager & Team Treasurer.
- Each Team Manager shall provide an electronic copy of the Monthly Financial Report to the parents of each player on the team by the 15th of the following month. *This may be a pdf of the statement page in the spreadsheet. If parents request further detail the entire file may be sent.*

- Each Team Manager shall submit the *entire* Monthly Financial Report including the bank reconciliation to the Treasurer of GPMHA by the 15th of the following month.
- The Treasurer shall review the Monthly Financial Reports to ensure compliance with the GPMHA Policies and Procedures Manual – i.e. this document.

Team Funds

- Parents in arrears for team fees or other fundraising commitments shall be reported to the Treasurer by the Team Manager and may be subject to sanctions including suspension of the player(s) until arrears are paid. Releases or Permissions will not be granted until all financial commitments *to the teams and*

GPMHA have been fulfilled.

- No team funds can be expended directly or indirectly for alcohol. There cannot be alcohol, marijuana or tobacco baskets or related products on a tournament prize table.
- In the case of gifts-in-kind, recognition shall be given only in cases where such gifts-in- kind would replace an item or activity for which the Team would have paid ordinarily. For example: if a parent purchases sport drinks for the team during a tournament and the team would normally not have purchased such drinks, then no recognition is necessary. However, if a parent directly pays the entry fee to the tournament, then the amount of the gift and expense must be recognized.
- Grande Prairie Minor Hockey Association shall not cover any team deficits. Team parents are responsible to fund any team deficits.
- Team funds cannot be used to buy player gifts or any tickets including but not limited to NHL, PWHL and WHL.

- Eligible expenses based **upon approved budget as below. NOTHING else is eligible.**
    a. Transportation (to sanctioned team events only) including driver expenses
    b. Carded Team staff gifts less than $100.00/each. Jersey parents $50.00/each *No AGLC funds to be used
    c. Dryland training facility rent and instruction
    d. Referees
    e. Hotel rooms for players based upon the approved Team Budget
    f. Meeting rooms
    g. Player development *must be from GPMHA's Approved Vendor List
    h. Sponsorship servicing
    i. Team travel meals for players based on approved Team Budget *travel must be outside of 100km radius for GPMH teams to warrant meal expenses, or under 100km radius but only for tournaments where you are playing more than 1 game per day or staying overnight. Meals funded through the team account are intended for players and carded team staff. Total cost of each meal should not exceed $1000 without GPMHA Office approval.
    j. Team supplies including any replenishment or repairs to GPMHA supplied team equipment. All team supplies purchased with team funds such as pinnies, pucks, etc, must remain property of Grande Prairie Minor Hockey Association.
    k. Tournament entry fees
    l. Apparel and items as approved by GPMHA Clothing Policy *No AGLC funds. All orders must be placed before December 15th yearly.
- What can the team funds be used for?
    a. Parents MUST pay for the following re:
        i. Development & Elite fees to GPMHA, PCFAC and GPAC. (Once teams are formed the team managers will be given the dollar amount owed for each player) These must be paid before October 31st.
    b. Parents may only raise enough money to cover expenses, and NO funds will be returned to parents – therefore, constant review of cash balances, outstanding expenses and future expenses should be reviewed weekly and discussed constantly.
    c. A suggestion is that fundraising starts as soon as budgets are approved so that parents will know where they stand for the upcoming season. Parents will be relied upon to finance the team to cover shortfalls in the team budget.

Recreational Teams

- Recreational teams shall not have team bank accounts—all monies must go through GPMHA Office.
- Recreational teams cannot charge team fees.
- Recreational teams are permitted to fundraise pending majority vote of team parents and GPMHA Office approval.
- In the event that a Recreational team incurs an approved expense, all related payments from parents must be submitted directly to the Grande Prairie Minor Hockey Association office. The office will then process and disburse the necessary payment on behalf of the team.
- Under no circumstances shall Recreation Team Managers collect player fees or handle team funds. This policy is in place to maintain financial integrity and ensure consistent oversight. Cash must be processed through GPMHA office and expenses paid via GPMHA.

- **Team/Tournament Items Purchasing**
  1. Locally sourced whenever possible to support our sponsors
  2. If including potential sources from outside of our community 3 quotes must be obtained,
  3. At least 1 Local company has the opportunity to quote on the item(s)
  4. Said local company must be given the opportunity to compete against online/out of town suppliers once all quotes have been received
  5. If applicable, any current agreements between GPMHA and a vendor must be honored first before sourcing outside. I.e. hotels / apparel supplier.

Policy #121 - Financial Reporting of Proceeds of Gaming/Fundraising Funds

APPROVED: April 9, 2019	**REVIEWED: March, 2018**
NEXT REVIEW:	**December 2020**
RESPONSIBILITY:	**Treasurer/Finance Committee**
APPENDICES:	
CROSS-REFERENCE:	**Finance Policy 120**

POLICY STATEMENT:
To govern the financial reporting practices of gaming or fundraising funds for GPMHA. This does not include any fundraising for individual teams or committees. Refer to policy 120 for individual teams or committees.

PURPOSE:

To ensure accountability and transparency to GPMHA members and subsidiaries, to promote understanding of the use of gaming funds and promote volunteerism within the organization.

PROCEDURE/GUIDELINES:
The dollar amounts received from the proceeds of gaming and organizational fundraising will be clearly defined to the membership of GPMHA, including intended allocation of funds. All fundraising will be done with an express purpose clearly outlined to the membership.

Separated financial statements showing the income and expenditures of all monies earned from any organization level fundraising and/or gaming will be provided to the membership in conjunction with all financial reporting at the AGM.

The proceeds of gaming/fundraising will be used towards the betterment of the whole organization and all the members and in accordance with gaming rules.

Policy #122 - Gaming Licenses

APPROVED: May 7, 2025	**REVIEWED: May, 2025**
NEXT REVIEW:	**May 2028**
RESPONSIBILITY:	**Treasurer**
APPENDICES:	
CROSS-REFERENCE:	

POLICY STATEMENT:
To promote appropriate use of gaming licences.

PURPOSE:
To provide guidelines for individual team gaming licenses – 50/50, raffles etc.

SCOPE:
All teams and committees requiring a gaming license

DEFINITIONS:

PROCEDURE/GUIDELINES:
Once a gaming type of fundraiser (raffle, 50-50) is approved by the GPMHA Treasurer, each team will have to apply for their own Gaming License at www.aglc.ca, (Left side: For Charities and Non-Profits tab.)

Complete the "Eligibility for Raffle License" application form in your team name, for example; Dr. Higson U-11 B Knights. You cannot apply for your license under GPMHA or use the GPMHA office address. This is not the application for your raffle license. It is to determine your eligibility to conduct a raffle event. Once approved, you will be assigned an AGLC ID number. The process usually takes 3 – 5 business days. This number will give you access at the registry to apply for your actual raffle licenses.

Please be aware that whoever applies for a raffle license is responsible for submitting the proper financials to Alberta Gaming within 90 days of your license's expiration.

When the current hockey season ends, we strongly recommend you let your License lapse. DO NOT pass on your AGLC ID number to another team; as your name and address will be attached to it and you will still be responsible for it.

All prospective income and expense relating to your Gaming License, must be recorded in your budget, be approved by the GPMHA Treasurer and recorded in your financial statements. Once you have completed your final financial report to Alberta Gaming for the individual raffles, etc. you must forward a copy to the GPMHA Office.

Recreation Tournament Committees may use the GPMHA Gaming License, strictly under the direction and supervision of the GPMHA office.