



RED DEER MINOR HOCKEY

TEAM TREASURER – Responsibilities

1. Financial Management & Reporting

- Manage team funds responsibly throughout the season.
- Provide periodic financial reports to parents or upon request from any team member.

2. Budgeting & Year-End Reporting

- Submit a team budget before any fundraising activities are approved.
- Do not exceed team budget maximums if indicated on budgets
- Submit a Year-End Financial Statement by April 15th to:

 amy@reddeerminorhockey.com

3. Banking

- Set-up team bank account and online access along with team manager
- Obtain monthly bank statements online

4. Signing Authority

- A basic Criminal Record Check (CRC) is required to be a signer on the team account.
- Inform the team manager if you need one; they will coordinate this process.

5. Account Monitoring & Closure

- Continue monitoring the team account until all cheques have cleared.
- Send reminders if needed.
- Important: All signers will be removed from the account on **June 15th**.

Any remaining funds remaining in the account after June 15th will be transferred to the Youth Assistance Fund.

