



METRO WEST FORCE – FINANCIAL GUIDELINES

Statement of Purpose The Metro West Female Hockey Association strives to ensure that all team funds are accounted for and are being spent responsibly.

Budget The Head Coach and team staff must develop a budget that reflects the program outlined by the Head Coach.

All team budgets must be presented to parents at a mandatory meeting at the beginning of the season and must be agreed upon by the majority of the parents. If any conflict arises, any issues will be put to a vote and the budget will be derived by the majority.

If the funds collected are less than the actual expenses, it is the responsibility of the team to fund the shortfall and not that of Metro West Female Hockey Association.

Each parent is responsible (thru fundraising or parent contribution) for their portion of the budget. If there are 16 players on the roster, then they are responsible for 1/16 of the budget. If one player fails to contribute the required amount and another exceeds their commitment, one is expected to pay the shortfall and the other will receive a refund (if they meet the sponsorship guidelines).

Deliver budgets to VP of Finance by Oct 31, interim financials by Jan 15th and final by April 30th.

Advancement of Funds Competitive teams may request an advancement of funds for the purposes of start-up, up to a maximum of \$250. These advancements can be repaid once team fundraising activities commence.

Team Records and Banking The following guidelines shall be adhered to in order to keep proper accounting records:

- Personal bank accounts shall not be used for team activities and funds;
- In order to provide a proper audit trail, any actual “cash” amount raised through fundraising is to be deposited into team accounts. Fundraised cash should not be used to pay other team expenses;
- All expenses paid out are to be supported by an official invoice prior to being paid;



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- The use of a receipt book, or reasonable facsimile, is required to supply parents documentation of all cash received;
- Any expenditures that are made online must be signed off by a second signature prior to online payment;
- Monthly bank statement review by a second signature to ensure all withdrawals that have cleared the bank are supported by appropriate documentation with dual authorization. This bank statement is to come from the signatory who holds the bank card. If that is not available, the VP of Finance shall provide a copy of the bank statement;
- Any bank withdrawal can be reviewed by way of cheque imaging and e-transfers are easily traced by Scotiabank;
- It is the responsibility of the Card Holder to keep the bank cards and passwords secure;
- Cheques are not to be made payable to “cash” at any time or to an individual for the purpose of paying unsupported expenses;
- The VP of Finance will assign bank account details prior to each season;
- The MWF bank service provider is Scotiabank with all teams assigned a Community Bank account. Teams must review all fees and limits when they open their accounts in the fall.
- A minimum of three signatories is required on each team account (which can include the VP of Finance);
- VP of Finance is a signing officer on all accounts;
- No two family members or relatives are permitted to be signing officers on the same team;
- All outstanding ice bills owing to the Association shall be collected during the season but paid in full no later than March 30th annually;



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- All team accounts will be finalized (closed out) at the end of the current playing season and no later than April 30th;
- Teams shall submit financial statements to the VP of Finance twice per year no later than Jan 15th and April 30th;
- The VP of Finance reserves the right to audit records and verify amounts at any time. All receipts and bank records must be provided within 48 hours of the request;
- As signing officer, the VP Finance is able to review all competitive team's online banking transactions in order to monitor team activities in comparison to the approved team budget;
- The Association will not be liable for any shortfalls or debts incurred by any team;
- Teams are not permitted to utilize team funds to assist families in offsetting registration costs for the current season or funding unauthorized team related activities/requirements.

Closing out Accounts Ensure all cheques have cleared the team bank account and leave enough funds in the account to cover bank fees. Any funds raised in excess of the guidelines **MUST** be returned to the Association. This excess fundraised money cannot be spent on non-budgeted items or returned to the players.

A Scotiabank letter is signed to authorize team funds to be transferred into the Metro West Force bank account on or after April 30th and these recovered fees will go towards reducing the next year's player registration fees as a whole.

Staff Expenses Teams are permitted to cover the costs of **non-parent coaching staff** for the following activities:

- For travel to sanctioned games (league, exhibition) where the location is outside of Halifax County;
- For travel to sanctioned tournaments where the location is outside of Halifax County;
- Travel costs in these cases shall not exceed .35 cents per kilometre;



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- Car-pooling shall be utilized wherever possible;
- When the use of a privately owned vehicle is authorized, the Association does not assume any financial responsibility beyond payment of the authorized kilometre (mileage) rate of .35 cents per km and that in the event of an accident, the Association or any association team does not assume responsibility for the deductible amounts related to comprehensive or collision coverage;
- For accommodations at sanctioned tournaments or jamborees where the event is held more than 100 kilometers from Halifax County;
- Accommodations shall be one hotel room per night for every two staff members, unless the staff members are of the opposite gender;
- Incidentals and other miscellaneous charges are not permitted as part of accommodations;
- For meal expenses incurred while at sanctioned tournaments, such expenses shall be reasonable to a maximum of \$35.00 per day inclusive of HST;
- Alcohol shall NOT be included in meal expenses and not to be covered;
- All expenses to be reimbursed upon the submission of expense forms and receipts to the team Manager/Treasurer; and
- Expenses for team staff who are parents will not be covered.

Gate Collections The collection of admission fees at the door for any games is prohibited unless approved by the Board of Directors.

Sponsorships CRA takes the position that sponsorships are not gifts and charitable receipts cannot be issued. However, you can issue a team receipt.

Sponsorships are designated by the sponsor to be assigned to either an individual player or to a team but not both.



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FUNDRAISING

Team Fundraising

When planning fundraising activities, the teams must carefully consider the nature of the fundraising activity and any risks that the participants might be exposed to. Hockey Canada has developed a comprehensive list of the sample activities that are covered by the Hockey Canada Insurance program:

<http://www.hockeynovascotia.ca/user/File/Event%20Sanctioning%20%20clean.pdf>

When conducting a raffle/tickets (including 50/50) any time there is a prize, a Lottery license must be obtained from the Nova Scotia Alcohol and Gaming Commission (Phone: 902-424-6160). There are two permits, one for anything under \$4,000 and one for over \$4,000. A coach or manager needs to sign off on the application. See Access Nova Scotia website for permit applications:

<https://novascotia.ca/sns/paal/agd/paal196.asp>

Teams are permitted to conduct fundraising activities for team-related expenses only. Such expenses may include:

- Ice time for additional practices;
- Ice time for approved exhibition games;
- On-ice and minor officials for hosted exhibition games;
- Fees to acquire specialized coaching support (i.e. goaltending, power skating, dry-land training, etc.);
- Fees to enter the team in sanctioned tournaments;
- Approved travel costs for non-parent coaches on sanctioned trips;
- Approved and sanctioned teambuilding events;
- Team supplies including but not limited to first aid supplies, pucks, socks, water bottles, cones, coaching aids, and other team requirements (NOTE: all such Coaching supply items become the property of the Association upon completion of the season);



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- Sponsor and player name bars;
- Bus rental to a maximum of one trip per season;
- Administrative costs such as long distance phone calls and postage which are team related; and
- Expenses related to the conduct of fundraising activities;
- The cost of one night's accommodation room per day (per pair of coaches) for non-parent coaches;
- The cost of gas and/or tolls for a non-parent coach to attend away Tournaments;
- Cost of meals to a maximum of \$35/day, excluding alcohol, for the non-parent coaching staff at an away tournament. Note that receipts are to be submitted to the team manager prior to reimbursement. NO CASH;
- Year-end event (maximum \$500 from fundraised money)

The use of fundraised funds **cannot be used towards** items that are not a requirement and must be parent funded and individually billed:

- Clothing items such as jackets, hoodies, track suits, etc.;
- Helmet stickers;
- Trophies/prizes;
- Team parties (outside of the \$500 limit for the year end party);
- Parent and team travel costs including transportation, hotels, meals, etc.



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EXPECTATION OF FUNDRAISING IS APPROXIMATELY \$1000 PER PLAYER

Team Net Fundraising Limitations (after direct fundraising costs are deducted):

- Bantam AA, Midget limit of \$18,000 parent coach
- Bantam AA, Midget Limit of \$19,000 non-parent coach
- All other teams, coach has 1 child \$16,000
- All other teams, coach does not have a child \$17,000