



# PELHAM MINOR HOCKEY ASSOCIATION



## TEAM BUDGET POLICY

### 1. INTRODUCTION

The Pelham Minor Hockey Association would like to enforce proper accounting and bookkeeping practices by every team in the PMHA as per the Hockey Canada Manager's guideline booklet (2007).

Purpose of the Team Budget : The purpose of a team budget is designed to fund reasonable expenses that are incurred during a typical hockey season. It is the fiduciary responsibility of the Team Manager and Head Coach to oversee the team budget, accurately report all team financial activities, consider the financial impact on team parents and consider the impact on the community in which the fundraising will take place.

*THE BEST WAY TO PROTECT PERSONAL INTEGRITY IS TO ALWAYS OPERATE IN AN OPEN AND WELL DOCUMENTED MANNER.*

Uniform procedures for the control of all cash revenues and collections are followed by all organizers associated in any way with minor hockey activities.

Head Coaches of PMHA teams should not be involved with the handling of, transfer of or receiving of cash and team monies, as this should be left to the Team Manager and one team parent (The Parent Rep).

### 2. GUIDELINES

#### BUDGET REQUIREMENT & SUBMISSION

1. Every PMHA team must prepare a fiscal budget for the operation and management of the team.
2. The budget must be prepared by a designated treasurer of the team and approved by all team coaches and administrative staff.
3. All team coaches and administrative staff are responsible to review and understand the PMHA Team Budget Policy.
4. For Rep Teams only; a preliminary budget following the assignment of the teams must be submitted at the PMHA to the attention of the Treasurer and the VP of Representative Hockey on or before June 15.
5. A final team budget must be submitted at the PMHA office to the attention of the Treasurer on or before October 15 for all PMHA teams. The final team budget must disclose the designated team treasurer of the team and contact telephone number and email for the designated team treasurer.
6. A budget update / financial report disclosing an interim comparison of actual results to budget must be submitted at the PMHA to the attention of the Treasurer on or before December 15 for all PMHA teams.

7. The actual final financial results of the team for the season must be submitted to the PMHA to the attention of the Treasurer and the VP of Representative Hockey / VP of Local League Hockey on or before April 4 for all PMHA teams (depending on which level the team is in).
8. **All budget details, tracking, and financial disclosures must also be presented to the family contact of each team player on each of the listed deadlines as well.**
9. **A team parent or the PMHA Board may request at any time a copy of the most up to date team financial reports; within 48 hours of the request, these must be provided.**

#### **BUDGET DISCLOSURE**

1. The team budget must separately disclose each source of revenue. Sources of revenue can include parent contributions, parental fees that are agreed to, corporate donations, and team fundraising events.
2. The team budget must separately disclose each type of expenditure. Expenditures can include tournament fees, specialty team clothing/apparel, hockey skills training, and payment for extra practice ice.
3. All expenditure and revenue budget categories must be specifically identified on the budget submitted on October 15. No unidentified or miscellaneous budget expenditures are permitted.
4. For the updated budgets/financial reports presented on December 15 and April 4, each revenue source by fundraising event and by each donor/parent contribution must be disclosed in detail. Furthermore, the respective vendor for each expenditure must also be separately disclosed.

#### **BOOKS & RECORDS**

1. Each team must maintain a separate bank account to manage all team revenues and expenditures.
2. For Rep Teams, the team bank account should be created at the Fonthill TD Bank. An appointment can be set up by contacting the branch.
3. All team revenues and income of any variety must be deposited into the team bank account.
4. All team expenditures must be paid by cheque from the team bank account. Where an expenditure is required to be paid by cash or credit card by a team member, an expense report with receipts, where applicable, documenting the payment must be maintained and reimbursement to the payor must be made via cheque from the team bank account.
5. Receipts for all team expenditures and expense reports along with monthly bank statements, deposit records, and fundraising activities must be maintained by the designated treasurer at all times during the season and for a period of 6 months subsequent to the end of the season.
6. The designated team treasurer maintains the responsibility for the books and records.

## **REP TEAMS: PMHA REP FEE ASSESSMENTS:**

PMHA assesses Rep Teams an additional amount of funds sufficient to pay budgeted Rep Program costs in excess of the initial registration fee collected. This is done during PMHA Registration. This is reviewed annually by the PMHA Budget Committee and Board approved. Teams have no access to this money, it is association money.

## **BUDGET LIMITS**

For Rep Teams, over and above the Rep Fee Assessment, each team may also budget for costs up to but not exceeding \$7000. Any variance will require approval of the PMHA Board.

## **BUDGET PARTICIPATION**

1. Team parents/players are not obligated to participate in team funding and budget activities.
2. Team players may not be restricted from participating in budget activities.
3. Where a team parent decides not to contribute or limit contribution towards a team budget, their child may not be restricted from team events and any resulting funding shortfall may be contributed through the remaining parents or other fundraising events.
4. However, if this arises, the PMHA Board is to be notified immediately.

## **RAISING OF FUNDS**

1. The PMHA is a non-profit organization that is exempt from corporate federal income tax pursuant to paragraph 149(1)(l) of the Income Tax Act. PMHA is an association organized for social welfare through the promotion of amateur athletics. PMHA is not a registered charity.
2. Any team fundraising efforts should disclose the status of PMHA.
3. ***Team fundraising plans and events must adhere to the PMHA Fundraising Policy, and any additional laws or bylaws of the province or Town.*** It is the Team's responsibility to find out what these may be. The Association will take no responsibility for illegal activities. Teams will be held accountable for their actions.
4. Team fundraising events must not represent the Team or the PMHA as a charitable organization and no representation can be made regarding the tax deductibility of funds contributed for personal/corporate purposes.
5. The Team or PMHA does not and can not issue charitable donation receipts for any fundraising activities.

6. The PMHA does not issue receipts of any kind to contributors to team budgets. If this is requested, then the Treasurer and the President (or other signing authority of the PMHA) must be contacted and will review and make final decision.
7. The proceeds of team fundraising in excess of team budget must be immediately returned to PMHA.
8. The remaining proceeds of any unutilized team fundraising up to team budget may be returned to parents that contributed funds to the team budget to a maximum limit of 50% of such contributions from the season on a pro-rata basis.

### **NON SOLICITATION**

1. Any coaching or administrative member of a team may not offer for sale, directly or indirectly through related parties, any product or service of any nature to a player or parent of a player on the respective team. Related parties include individuals related by blood, marriage, or business relationship to a member of the coaching or administrative staff of the team.
2. Financial transactions between a team and the coaching/administrative staff or related parties are considered to be a conflict of interest and must be reported to PMHA in writing by any member of team management once identified.
3. The designated team treasurer must not release any team funds to any coaching/administrative member of a team or related party for services or products sold to the team by such parties.
4. All efforts by team coaches, trainers, and administration staff towards the operation and management of the team must occur on a volunteer basis without compensation of any nature including but not limited to monies, services, or product in kind received in exchange for the volunteer activities. The exception to this would be if a non-parent staff member is requesting refund for travel expenses outline in the PMHA Operations Manual (ie: hotel cost at a tournament).

### **EXCEPTIONS TO TEAM BUDGET POLICY**

1. If a team encounters special circumstances and requires relief from a PMHA team budget policy, the designated team treasurer/manager/coach must submit a request for exception to PMHA.
2. The request for exception must be in writing and must outline the provision of the PMHA Team Budget Policy that such team requires relief from along with an explanation.
3. The request for exception must be submitted before any expenditure is approved or incurred that violates a PMHA Team Budget Policy.
4. All decisions for exceptions will be made by the Executive Committee and will be submitted in writing.

## **INTERNAL AUDIT PROCESS**

1. The PMHA may conduct an internal audit of any team budget at any time at PMHA's sole discretion during the season or up to 6 months following the end of the season.
2. Upon the selection of a team budget for internal audit, PMHA will inform the treasurer of the team in writing.
3. The designated treasurer of a team, upon receiving notice of an internal audit by PMHA of the team budget, must gather copies of all team bank account monthly statements, receipts for all team expenditures, records of all fundraising activities, copies of all cheques, and records of all deposits. The designated team treasurer must submit the records to PMHA within 7 days of receipt of notification by PMHA of the internal audit.
4. The conduct of an internal audit by PMHA may also involve interviews with team coaches, administrative staff, players and parents.

## **EXPENSE CATEGORIES**

- Extra ice for the team for practices
- Exhibition Games (including referees and timekeepers and ice cost)
- Referee Fees for home games when applicable
- Tournament Entries
- Goalie Instruction / Guest Training (ie: Powerskating instructor)
- Dry land Training
- Fundraising Expenses (50/50 tickets, supplies, etc)
- Practice Jerseys / Socks
- Team Equipment / Extra First Aid Supplies / etc
- Travel Permits
- Team Functions
- Player and Coach PMHA Apparel (new jackets and hockey bags & equipment, etc)
- Banking Fees
- Coaches travel expenses (where applicable on a team coached by a non-parent)
- Miscellaneous (with detail)

## **VIOLATION REVIEW & DISCIPLINE**

1. Violation of the PMHA Team Budget Policy may result in any or all of the following disciplinary measures:
  - a) Issuance of a disciplinary warning;
  - b) Suspension of team coaches and/or administrative staff for a period designated by PMHA;
  - c) Loss of team for current or future years;
  - d) Reduction of future year team budget maximum limits;
  - e) Assumption of team budget control by PMHA for current or future years;
  - f) Expulsion from PMHA;
  - g) Reporting of the team or individuals to the Ontario Minor Hockey Association Risk Management Director; and/or
  - h) The PMHA contacting the authorities (local police, the Town of Pelham) to report on the team's activities.
2. The assessment of violation of the PMHA Team Budget Policy and resulting disciplinary action will be decided by the PMHA Executive Committee.
3. A review for violations may occur at the discretion of PMHA and/or at the request of a PMHA member.
4. The PMHA Executive Committee will inform the individual(s) under review for team budget violations in writing with disclosure of relevant timelines for the review process.
5. Individual(s) under disciplinary review will have the opportunity to examine all records available to the PMHA Executive Committee relevant to their case and submit their personal evidence and explanations.
6. The final findings of the PMHA Executive Committee and any resulting disciplinary action will be documented in writing, and these will be considered FINAL. Any appeal would go to parties outside of the PMHA.

## **3. SUMMARY**

The PMHA would like our teams to operate with the utmost respect and professionalism when it comes to dealing with other people's money. This is a high position of trust that our members put into each team each season. Hopefully these guidelines assist in protecting everyone from unwanted situations.