

Team Treasurer Responsibilities

- Each team will require a Treasurer and Co-signor – these are ideally NOT the Coach(es) & Manager.
- Check with the bank to ensure that you will not be paying fees on the team account – Bank of Montreal and Conexus have good community accounts.
- Make an appointment with the bank to open the team account and find out what information is needed and whether or not you and the Co-signor must go at the same time.
- You will more than likely need to take a letter from the team and/or the League.
 - A template for a letter from the team can be found on the Regina Ringette Association (RRA) website – www.reginaringette.sk.ca – at the bottom of the Coaches Info Page called Team Account Letter. This template can be customized and may suffice.
 - However, you will probably need a letter from the RRA to confirm that your team is registered with the RRA and is authorized to open an account. To get this letter, please e-mail me – treasurer@reginaringette.sk.ca – with your team name at least 24 hours in advance and I will e-mail it to you ASAP.
- Name your team account according to the following format:
“*Division Level(if needed) Name Ringette*”. For example – U14 B Dynamite Ringette. The U9, U10 & U12 teams would not need to include the Level.
- Teams **MUST** use the Team Financial Spreadsheet (Excel) found on the RRA website on the Coaches Info page (if you do not have Excel, print off the PDF version and follow this format). This should be used to track the team’s finances by player. A copy of this should be provided to each of the parents during the Season so that they are aware of their player’s account standing (December, February & April or monthly). A copy of this spreadsheet **MUST** be e-mailed to me for review prior to when the equipment is returned at the end of the Season in order to receive the equipment deposit back.
 - If your team’s wind-up has not taken place prior to the equipment return, an up-to-date statement still needs to be provided for review – estimate any outstanding costs. A year-end statement will still need to be forwarded after the books are finalized.
- At the beginning of the Season, collect any vouchers (Bingo, Bring a Friend, Credit) from the parents/players. These will be tracked on the spreadsheet from cash collected. Complete a Voucher Submission Form (found on the Coaches Info page) and submit along with any vouchers collected by November 1st. Please send the completed Voucher Submission Form to the Director of Bingos. A cheque will be sent to you ASAP. Vouchers can be collected and submitted again between January 1st – 15th & March 15th – 31st. For more information about the RRA Bingo Policy, visit the website.
 - **Bingo Credit Reminders:**
 - § Vouchers must be tracked separately from cash on the team financial spreadsheet.
 - § Bingo Credits cannot be used for hotels, gas, or meals.
 - § Bingo vouchers cannot be refunded at the end of the Season. For example, if a player’s team fees are \$450 and they have paid using \$500 in Bingo Vouchers, they cannot receive a cheque for the balance of \$50. Instead, the \$50 must be paid to the RRA who will then issue a Credit Voucher to that player.
- At the end of the Season, any balance (not including Bingo Credits) remaining in a player’s account needs to be returned to the parents along with a copy of the year end financial spreadsheet.
- The Financial Records need to be kept for at least 5 years. If you don’t wish to store these yourself, package them (include, Year end statement, bank records, receipts, cheque & deposit books, etc) in an envelope labeled with the team name & year, and drop-off at the equipment storage room.
- Receipts for team fees collected are not eligible for the tax credit. However, some may still wish to receive a receipt for money paid.
- If you have any questions, drop me an e-mail at treasurer@reginaringette.sk.ca