PORT MOODY AMATEUR HOCKEY ASSOCIATION

TEAM TREASURER HANDBOOK

*Updated August 2026
*PMAHA reserves the right to amend this document

INTRODUCTION

Thank you for volunteering and welcome to your new role as Team Treasurer! The Team Treasurer is responsible for the team's finances. They collect, deposit, and distribute all team funds; copies of receipts for all expenditures are to be kept as supporting documentation. In this role you will work closely with the Team Manager throughout the season.

This document was created to be a guide for you to reference for the season. Should you have any questions or require guidance, please contact the Association Treasurer at treasurer@pmaha.com. You will also be added to the Treasurers Whats App chat for any questions you may have throughout the season.

MANAGER & TREASURER MEETING

A PMAHA Team Manager & Treasurer meeting will be held via Zoom in early October. This is a great place to ask questions and learn more about the association and its policies and procedures.

GENERAL INFORMATION

Each team needs to appoint a Team Manager and Team Treasurer. The positions cannot be held by the same person and the two signers cannot be related by blood or marriage (even formerly).

The Treasurer is responsible for the team's finances, they collect, deposit, and distribute all

team funds; and copies of receipts for all expenditures are to be kept as supporting documentation

TEAM BANK ACCOUNTS

The Manager and Treasurer are responsible for managing/operating the team bank account. The bank account has been set up in your team's name at Vancity (5 – 121 Brew Street, Port Moody).

Contact: Krystina Narayan
Branch Business Account Manager
Pinetree Community Branch
604-877-7186
krystina_narayan@vancity.com

GUIDELINES

- All cheques/disbursements require two signatures. No exceptions.
- Teams must use the PMAHA team bank account for their team.
- Cannot deposit funds into the account then withdrawal it all to use a personal account.
- Bank accounts will be set up with the e-transfer capability - Please note that it is still a 2 signor process with one initiating a transaction and the other approving it.

CHEQUES

Not all teams currently have team cheque books. If they are available, they will be distributed to the teams that have them. If the team prefers to have cheques, they will need to be paid for from the team fees so please include the costs in your team budget. Please note that cheques are not necessary, as a letter of direction or e-transfers can be used to withdraw funds.

LETTER OF DIRECTION

To withdraw cash from the bank account without using cheques, please use a Letter of Direction. It is not mandatory but it is recommended that you prepare this letter in advance and email it prior to you going to the branch to withdraw the cash. This letter must be signed by both signing officers but only one person needs to go to the bank to pick up the cash.

Aletha (Ally) Leflar
Financial Services Representative
Port Moody Community Branch
aletha_leflar@vancity.com

CREATING A BUDGET

A team budget is to be prepared and submitted to the PMAHA Treasurer treasurer@pmaha.com and PMAHA President president@pmaha.com by **October 15th**; this budget also needs to be communicated and distributed to the parents. The budget should also be posted to your Teamsnap page. Please do not start collecting team fees until this is done.

When making your budget, please be sensible and prudent. Not everyone has the funds to spend on full sets of swag, or expensive tournament trips.

BUDGET ITEMS TO REMEMBER

ALL TEAMS:

- Bank Fees
- TeamSnap fees
- Replenishing safety supplies
- Replenishing pucks

"A" TEAMS

- Extra Ice Fee
- Goalie Development
- Head Coach Stiepend (Non parent)
- Head Coach Travel Expenses (Non parent)

INITIATION TEAMS

- Tournament Raffle Basket

BUDGET MAINTENANCE

Actuals should be updated monthly and a financial summary of the status of the team fund account is to be provided to the parents and PMAHA Treasurer at the end of the season by March 31st.

FEE COLLECTION

JERSEY DEPOSIT

Cheques are to be made out for $400 and payable to Port Moody Amateur Hockey Association (no abbreviations) and post dated for May 30th of the following year.

Please note: No ref fees will be distributed until jersey deposits have been received.

TEAM FEES

Cheques are payable to Port Moody Amateur Hockey Association U# A/C# (ex. U11 A1).
Please do not start collecting team fees until your budget has been submitted to the

PMAHA Treasurer and PMAHA President and approved.

REFEREE FEES

The Manager/Treasurer are also responsible for paying the referee fees for all HOME games and to complete the referee reconciliation sheet. The ref fees for each division are included in a tab of the ref fee reconciliation sheet. Each team will be given advanced funds to cover the referee fees for the season. In the event that you fully utilize the funds before the end of the season, please e-mail the number of additional games you expect to have along with a completed ref reconciliation sheet for the games completed to date to the PMAHA Treasurer, who will issue payment to cover the additional games. In the event that there are funds remaining at the end of the season, these monies are returned to the Association.

When completing the sheet, please ensure that it is duly completed and includes the game number, the names of the referees and linesmen for all the games played, and the total amount paid per game.

REIMBURSEMENTS

PMAHA reimburses teams for the following certifications for team officials:

- Respect in Sport for Activity Leaders (RISAL) course
- Hockey Canada Safety Person course
- Coaching certifications when necessary for new officials or renewals

For reimbursement, please use this link. Please note, that receipts must be submitted to receive reimbursement.

TOURNAMENT REGISTRATION

To register for tournaments, you can use your credit card to hold the spot and pay by cheque from the team fund account, or, alternatively, if the tournament doesn't accept cheques, you can use your credit card as payment and then get reimbursed from the team fund account.

YEAR END TASKS

Below is a summary of the tasks required to be completed no later than April 15th:

- Referee reconciliation sheet:
    - Please complete the referee reconciliation sheet and email to the PMAHA Treasurer. When completing the sheet, please ensure that it is duly completed and includes the game number, the names of the referees and linesmen for all the games played, and the total amount paid per game.
    - There may be ref funds left over, or you may still need reimbursement. Please email to the PMAHA Treasurer to coordinate payment.

- Financial summary of the team fund account
    - The settlement of the team account should be made within 2 weeks after the end of the team's season but no later than April 15th
    - A final team fund financial summary is to be distributed to the parents and a copy forwarded to the PMAHA Treasurer.
    - You DO NOT have to deactivate the bank account, but it will be "dormant" as of April 15th.

- Vancity banking docs (deposit books/unused cheques):
    - Please arrange to return the deposit book/unused cheques to the PMAHA Treasurer.
    - These should be returned no later than March 31st.