

Milton Minor Hockey Association

Team Budget Policy and Procedures

BUDGET REQUIREMENT & SUBMISSION

1. Every MMHA team must prepare a fiscal budget for the operation and management of the team.
2. The budget is to be prepared by the Head Coach and approved by all team coaches and administrative staff. Each team is required to have a Manager and a Treasurer. The designated treasurer cannot hold the position of Head coach or Manager for the same team.
3. All team coaches and administrative staff are responsible to review and understand the MMHA Team Budget Policy. Each team (Head Coach, Manager, and Treasurer) is required to sign the Team Budget Policy and submit it when they submit their budget.
4. A preliminary budget must be submitted at the MMHA office, along with the signed MMHA Team Budget Policy, to the attention of the MMHA Treasurer before the team can be rostered. The preliminary team budget must disclose the designated treasurer of the team and contact telephone number and email for the designated treasurer.
5. A final team budget must be submitted at the MMHA office to the attention of the Treasurer on or before November 15 for all MMHA teams. .
6. A budget update disclosing an interim comparison of actual results to budget must be submitted at the MMHA office to the attention of the Treasurer on or before January 15 for all MMHA teams.
7. The actual final financial results of the team for the season must be submitted at the MMHA office to the attention of the Treasurer on or before April 30 of the same year for all MMHA teams.
8. All budget and financial disclosures must also be presented to the family contact of each team player following the same timeline as required for the submissions to the MMHA.

BUDGET DISCLOSURE

1. The team budget must separately disclose each source of revenue. Sources of revenue can include parent contributions, sponsorship and team fundraising events.
2. The team budget must separately disclose each type of expenditure. Expenditures can include tournament fees, specialty team clothing, hockey skills training, team celebrations, and payment for extra practice ice.
3. All expenditure and revenue budget categories must be specifically identified on the budget submitted on November 15. No unidentified or miscellaneous budget expenditures are permitted.
4. For the updated budgets presented on January 15 and April 30, each revenue source by fundraising event and by each sponsor/parent contribution must be disclosed. 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. **The bank account must be set up at Scotiabank 244 Main Street East, Milton Ontario.**
2. All team revenues must be deposited into the team bank account.
3. **The Team bank account must be set up to require Two (2) different signatures on all cheques.** Each team is to notify the MMHA as to who is eligible to sign their cheques. The 3 people designated to sign cheques cannot be related to or be in a relationship with the other signers.
4. All team expenditures must be paid by cheque from the team bank account. Where 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.
7. The Team Treasurer is required to get approval from the MMHA Treasurer prior to the final reconciliation of the team bank account or closing of the team account at year end. This is to ensure that all team fees have been paid in full at year end.

REP TEAM ASSESSMENTS

1. MMHA assesses Rep/MD/Rostered Select an additional amount of funds sufficient to pay budgeted Rep/MD/Rostered Select program costs in excess of the initial registration fee collected.
2. Rep/MD/Rostered Select Assessment will be provided to each team on or before June 1.
3. Rep/MD/Rostered Select assessments by MMHA must be paid by through Two (2) post-dated cheques from the Rep/MD/Rostered Select team bank account. The post dated cheques are to be given to the league by August 15.
4. The cheques must be post-dated in equal amounts for September 1 and November 1. Failure to pay the fees in a timely manner will result in the loss of scheduled ice time until the fees are paid in full.
5. Rep/MD/Rostered Select Assessments allocate projected costs of the Rep/MD/Rostered Select Program across all Rep/MD/Rostered Select Teams on a best efforts basis over and above the initial registration fee paid and other revenues of the program. MMHA does not process refunds for assessed balances. There is no maximum limit to the Rep/MD/Rostered Select Assessment allocated by team or by player.
6. MMHA orders ice for the Rep/MD/Rostered Select program on a best efforts basis to cover the season and estimated playoff needs. Remaining ice not required for playoffs maybe allocated as practices as distributed to teams at the discretion of MMHA. Rep/MD/Rostered Select teams will be obligated for the ice cost post playoffs.

BUDGET LIMITS

1. The Rep/MD/Rostered Select Team Annual assessment by MMHA is included in the total Rep team budget.
2. For Rep Teams, including Rep Team Assessment, each team may budget for costs up to but **not** exceeding the following amounts: Minor Novice/Novice \$28,000, Minor Atom/Atom \$38,000, Minor Peewee and older \$40,000.
3. For MD Teams, including MD Team Assessment, each team may budget for costs up to but **not** exceeding \$34,000.
4. The budget limit includes all fundraising or sponsorship amounts. Raising more funds than the approved budget amount, no matter how raised, does not allow for an increase in the total budget for a team. Any increase in expenditures above the limits set out in paragraph 2 of the "Budget Limits" section must be submitted in writing to the board as per the "Exceptions to Team Budget Policy" section listed below.

FUNDRAISING

1. MMHA is a non-profit organization that is exempt from corporate federal income tax pursuant to paragraph 149(1)(l) of the Income Tax Act. MMHA is an association organized for social welfare through the promotion of amateur athletics. MMHA is not a registered charity.
2. Any team fundraising efforts should disclose the status of MMHA.
3. Team fundraising events must not represent the Team or MMHA as a charitable organization and no representation can be made regarding the tax deductibility of funds contributed for personal/corporate purposes.
4. The Team or MMHA will not issue charitable donation receipts for any fundraising activities.
5. 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 such contribution 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.
2. Related parties include individuals related by blood, marriage, or business relationship to a member of the coaching or administrative staff of the team.
3. 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 MMHA in writing by any member of team management once identified.
4. 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.
5. 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.

EXCEPTIONS TO TEAM BUDGET POLICY

1. If a team encounters special circumstances and requires relief from a MMHA team budget policy, the designated team treasurer/manager/coach must submit a request for exception to MMHA.
2. The request for exception must be in writing and must outline the provision of the MMHA Team Budget Policy that such team requires relief from along with an explanation. This request must include a parent approval document signed by (1) member of each family stating the parents of the team approve the request for an exception.
3. The request for exception must be submitted before any expenditure is approved and approval must be given before an expense is incurred that violates the MMHA 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. MMHA may conduct an internal audit of any team budget at any time at MMHA'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, MMHA will inform the treasurer of the team in writing.
3. The designated treasurer of a team, upon receiving notice of an internal audit by MMHA 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 MMHA within 10 days of receipt of notification by MMHA of the internal audit.
4. The conduct of an internal audit by MMHA may also involve interviews with team coaches, administrative staff, players and parents.

VIOLATION REVIEW & DISCIPLINE

1. Violation of MMHA 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 MMHA;
 - 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 MMHA for current or future years, and/or
 - f. Expulsion from MMHA.
2. The assessment of violation of MMHA Team Budget Policy and resulting disciplinary action will be decided by the MMHA Executive Committee.
3. A review for violations may occur at the discretion of MMHA and/or at the request of a MMHA member.
4. The 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 Executive Committee relevant to their case and submit their personal evidence and explanations.
6. The final findings of the Executive Committee and any resulting disciplinary action will be documented in writing.

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Team: _____

Head coach: _____ Date: _____

Manager: _____ Date: _____

Treasurer: _____ Date: _____