



# TEAM TREASURER CHECKLIST

DATE	TASK
<b>MAY-JULY</b>	
	<b>BEFORE TEAM CAN BE ROSTERED</b>
	Complete and upload all OHF Qualifications as required. ** See MMHA Bench Staff Requirements for particulars.
	Complete Bank Authorization Form
	Complete Bank Account Details Form
	Submit Bank Authorization Form to MMHA VP Finance for Signature Through Website
	Email Signed Bank Authorization Form & Bank Account Details Form to ScotiaBank Contact
	Book Bank Appointment to sign Paperwork with ScotiaBank Rep to Open Team Bank Account
	Submit Bank Authorization Form Stamped by Scotia to MMHA Through Website
	Sign MMHA Budget Policy & Procedure
	Upload Signed MMHA Budget Policy & Procedure to MMHA Website
	Sign MMHA Fundraising Policy
	Upload Signed MMHA Fundraising Policy to MMHA Website
	Review 2025-26 Team Budget at Parent Meeting
	Review 2025-26 Goalie Reimbursement Policy with Goalie Families (focus on what is deemed as acceptable receipts for submission)
	Submit Preliminary 2025-26 Team Budget to MMHA VP Finance for Approval Through MMHA Website
<b>BEFORE SEPT.15</b>	
	<b>DURING SEASON</b>
	Send Budget Update to All Parents via email
	Write 2 Post Dates Cheques for 2025-26 Team Fees (Dated Sept 15th & Nov 15th)
	Drop off Post Dated Cheques to MMHA Office
<b>BEFORE NOV.15</b>	
	Submit Final Team Budget Submission to MMHA VP Finance for Approval via the MMHA Website
<b>BEFORE JAN. 15</b>	
	Submit Mid-Season Financial Update to MMHA VP Finance via the MMHA website
	Send Budget Update to All Parents via email
<b>BEFORE MAR. 15</b>	
	Submit Goalie Development Receipts for both Goalies if expenses qualify for MMHA Goalie Reimbursement (1 Submission per goalie, refers to Goalie Reimbursement policy on MMHA website)
	Submit Team Development Receipts for MMHA Team Development Reimbursement (refer to policy on website)
<b>BEFORE APR.30</b>	
	Submit Actual Final Financial Results with all Revenue & Expenses accounted for to MMHA VP Finance via the MMHA website
	Send Final Budget Update with determination of amount of surplus going back to each Family ONCE approved by VP Finance
	Once all remaining funds have been dispersed to all Families go to Scotia bank and close the account (will need 2 signing officers present to close the account)
	Submit Confirmation of Account Closure to MMHA