



## Team Treasurer Checklist

	Date	Task
	<b>Before Team Can Be Rostered</b>	
	<b>May - July</b>	
<input type="checkbox"/>		Complete Bank Authorization Form
<input type="checkbox"/>		Complete Bank Account Details Form
<input type="checkbox"/>		Submit Bank Authorization Form to MMHA Treasurer for Signature
<input type="checkbox"/>		Email Signed Bank Authorization Form & Bank Account Details Form to ScotiaBank Contact
<input type="checkbox"/>		Book Bank Apt to sign Paperwork with ScotiaBank Rep to Open Team Bank Account
<input type="checkbox"/>		Submit Bank Authorization Form Stamped by Scotia to MMHA Through Website
<input type="checkbox"/>		Sign MMHA Budget Policy & Procedure
<input type="checkbox"/>		Upload Signed MMHA Budget Policy & Procedure to MMHA Website
<input type="checkbox"/>		Review 2023 -24 Team Budget at Parent Meeting
<input type="checkbox"/>		Review 2023-24 Goalie Reimbursement Policy with Goalie Families (focus on what is deemed as acceptable receipts for submission)
<input type="checkbox"/>		Submit Preliminary 2023-24 Team Budget to MMHA Treasurer for Approval Through MMHA Website
<input type="checkbox"/>		
<input type="checkbox"/>	<b>During 2023-24 Season</b>	
<input type="checkbox"/>	<b>September - April</b>	
	<b>Before Sept 15th</b>	
<input type="checkbox"/>		Submit First Budget Submission to MMHA Treasurer for Approval via the MMHA Website
<input type="checkbox"/>		Sent Budget Update to All Parents via email
<input type="checkbox"/>		Write 2 Post Dates Cheques for 2023- 24 Team Fees (Dated Sept 15th & Nov 15th)
<input type="checkbox"/>		Drop off Post Dated Cheques to MMHA Office
	<b>Before January 15th</b>	
<input type="checkbox"/>		Submit Updated budget to MMHA Treasurer via the MMHA website
<input type="checkbox"/>		Send Budget Update to All Parents via email
	<b>Before March 15th</b>	
<input type="checkbox"/>		Submit Goalie Development Receipts for both Goalies if expenses qualify for MMHA Goalie Reimbursement (1 Submission per team, refers to Goalie Reimbursement policy on MMHA website)
<input type="checkbox"/>		Submit Team Development Receipts for MMHA Team Development Reimbursement (refer to policy on website)
	<b>Before April 30th</b>	
<input type="checkbox"/>		Submit Final Budget with all Revenue & Expenses accounted for to MMHA Treasurer via the MMHA website
<input type="checkbox"/>		Send Final Budget Update with determination of amount of surplus going back to each Family ONCE approved by the Treasurer
<input type="checkbox"/>		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)
<input type="checkbox"/>		Submit Confirmation of Account Closure to MMHA