

Team Treasurer Responsibilities

- Establish a bank account in the **team name**. This bank account **must** have (2) two signing officers, two of whom are required at all times to write cheques or authorize any withdrawals.
- Provide a copy of your team budget to parents on your team and the HPL executive no later than one week after the budget was approved.
- Provide the referees with compensation in cash after each home game, where applicable.
- Complete Ref and Milage Tracking Form for each home game that you are required to pay referee's in cash.
- Keep full and accurate accounts of all receipts and disbursements as well as monies obtained by fundraising and divide appropriately into team player accounts.
- Ensure each team member has a minimum of \$100.00 in their account. If account has less then \$100.00 please in form your manager so they can speak to the parent re a top up.
- Send team and player statements out to each team member's family On or by September 15th, December 15th and again at the end of the season.
- Send in balance sheet to the Lakers Treasurer at the end of the season (due two weeks after completion of your season)