

INFORMATION FOR MANAGERS OF PSA RINGETTE TEAM
ACCOUNTS:

Team Bank Accounts – SPORTS/TEAMS CANNOT OPEN A BANK ACCOUNT WITH ANY BANK IN PSA'S NAME OR FOR PSA PURPOSES.

TEAM BUDGETS MUST BE SUBMITTED TO THE RINGETTE TREASURER (PSA Cal-East Ringette Treasurer) BY NOV. 15, 2009.

The PSA office sets the date and time for all team bank accounts to be signed each year, usually in mid-October or early November. All signatories must bring two forms of ID, one being a valid driver's license (government issued photo ID), the other being something with the signatories name on it: Credit Card, SIN Card, AB Health Card, etc. FOR THOSE WHO CAN NOT MAKE THE OFFICIAL NIGHT OF SIGNING, THEY WILL ONLY HAVE WITHIN THAT WEEK OF PSA OFFICE HOURS TO SIGN OR THEIR TEAM WILL NOT GET AN ACCOUNT FOR THE SEASON! NO EXCEPTIONS!!!

The final signatory on the team account will receive the cheque book and deposit book.

The blank cheque book and deposit book must be handed in EMPTY to the PSA Office by APRIL 15th. Cheque stubs and deposit slips must be submitted along with your financials NOT STILL IN THE BOOKS.

The account must be cleared out, leaving only \$5.00 as a balance, which is the balance that each account starts with at the beginning of the year. The team signatories **DO NOT** close the account at the end of the season.

Cheques are available only from the PSA office, and are NOT to be ordered from the bank by any team signatories.

All team bank accounts are organized and distributed by the PSA office. At no time are they to be treated like personal bank accounts. Signatories on ALL team bank accounts include the PSA President, PSA Treasurer, Sport Director, Sport Treasurer as well three signatories from the team (i.e. Manager, coach, assistant coach).

Bank Statements MUST be picked up from the Ringette mailbox in the PSA office by the 15th of the following month. This will allow you 2 weeks to complete your monthly financials and submit them by email to the Ringette Treasurer using the spreadsheet that was emailed to you at the beginning of the season.

Monthly financials along with copies of bank statements must be emailed to **the Ringette Treasurer** (PSA Cal-East Ringette Treasurer) by the 30th of every month! **Your team account will be frozen if financials are not submitted on time!**

Any concerns regarding the account or the banking protocol must be addressed through the PSA Office, not with the bank directly as the PSA Office Administrator is the only one that deals with the bank directly.

Signatories do not carry over from season to season; they are deleted by the bank through the PSA office at the end of each season. Signatories must supply I.D and re-sign for any bank accounts the next season.

If all the above is not adhered to, your team account/funds will be frozen and the said person will not be allowed to be a signatory next season on team accounts.

Please ensure that your account is not overdrawn at any time! If the account is overdrawn at any time, the signatories on this account will not be allowed to be signatories on any PSA account in the future. In the event of an overdraft, the PSA Office Administrator will contact the Ringette Treasurer who will contact the team signatories to cover the overdraft. Overdrafts must be cleared up within 24 hours. If the overdraft is not cleared within 24 hours, the account will be frozen.

EXTRA INFORMATION FOR TEAM MANAGERS:

NSFs: NSF's are **NOT** to be picked up from the bank by the team signatories. All NSF's will be picked up by the PSA Office Administrator and the originals will be distributed to the appropriate team for collection purposes after being copied for the PSA files.

Vouchers - When accepting vouchers, check to make sure that expiry dates have not passed, and write on the front of the voucher the date that you received the voucher. Ensure that you hand in the vouchers to the Ringette Treasurer with in 15 days of receiving the voucher(s).

Please note Pineridge vouchers **MUST** have all the information in the box on the front of the voucher filled in or it will not be honored. If they are not filled in, the voucher will be returned to the sport/team to return to the user. PSA will not accept the voucher if not completed fully and PSA will not be responsible for vouchers that expire prior to being completed fully.

Vouchers must have all the following information filled in on the back:

1. Signature
2. Date used
3. Who the credit applies to
4. What sport
5. What division

We accept PSA, Rundle, Falconridge/Castleridge, Whitehorn, Pineridge, Eastside, and Calgary Northstars Vouchers ONLY.

"PSA Soccer" Vouchers are ONLY accepted by "PSA Soccer". They are only valid for "PSA Soccer", and not for any other sports (same applies for Ringette Calgary vouchers). PSA does not accept/honor Soccer or Ringette vouchers as these sports have their own vouchers system for their own purposes.

Fundraising: Team fundraising cannot be used to pay for core program expenses. Core program expenses are the responsibility of the individual player's family. Established PSA fundraising programs such as bingos, casinos, and Flames Concessions are available to help families offset core program expenses.

It is intended to cover non-core program/additional expenses such as sanctioned tournament expenses, team clothing, team functions, etc.

Team fundraising profits are to be fully used in the season in which the monies were collected.

Please do not fundraise in excess of what your team requires for the season as set out in your team budget that was done at the beginning of the season.

If there are any extra monies left at the end of the season this money cannot be given in any form to the player or parents. It may NOT be transferred over to PSA Ringette to be used for next year's Ringette registration fees.

Fundraising money exceeding \$ 100.00 will be transferred to the Ringette General Account to benefit the Ringette program as a whole.