

Finance Manager

Responsibilities

- Fill out all necessary forms with Premier Bank to get access to team account
- Maintain Checkbook & team account
 - Manage all debits and deposits
- Calculate Monthly Player Ice Bills
- Communicate and collect ice bill payments from parents
 - Include a PDF of Premier Bank statement with communication to parents.
- Settle bank account at end of season to \$10.00.
- Return checkbook to FYHA Treasurer at the end of the season

Finance Manager Monthly Checklist



FYHA Finance Manager Monthly Checklist

By the last week of the month, project next month's ice bill/tournament costs

- Use your team calendar to estimate ice costs for the month, various arena fees are listed in the Manager Meeting presentation (Managers Guide on FYHA website)
 - Solo practice = team pays hour cost, Shared practice = team pays ½ hour cost
- Tournaments will be split across 3 months (Oct., Nov., Dec.), take the total of the tournaments FYHA registered your team for and divide by 3.
 - Treasurer will also have this cost listed out on the Ice Bill
- If you have a paid coach, account for out of town tournament expenses-your team is responsible for those costs. Coaches should provide you with receipts as documentation - no alcohol is covered in food bills. You should use this reimbursement form and have them attach receipts.

Communicate costs to families, include a copy of the team bank account statement for the month

- You will want families to pay by the 7th of the month

Submit Player Ice Bill [Stipend Form](#), if applicable

- Treasurer will notify you in October of any players on your team that FYHA pays ice bills for on a monthly basis, FYHA covers the cost of ice and tournaments as a part of the stipend. Any team apparel and events are owed by the family.
- Player Stipends will be transferred into the account the same day that the Ice Bill is withdrawn

Deposit next months funds by 15th of the current month

- For example collect funds for December in November and deposit by November 15th

Once Treasurer receives ice bill from the Ice Scheduler it will be emailed to you with the date it is due (The due date is the date the Treasurer will start pulling funds from the account)

- The timeline of this can vary by month but is usually out for your review by the 1st week of the month
- The due date is usually within a week of it being sent out

Report any discrepancies in ice charges directly to the Ice Scheduler

- The Treasurer doesn't make any changes to the ice bill, all ice changes must go through the Ice Scheduler

Review monthly Ice Bill Withdraw from team account to make sure the amount taken out matches the Ice Bill, report any errors to Treasurer as soon as possible

- If you have gotten to the end of the month and don't see the previous months bill deducted from your account, please notify the Treasurer
- Player Stipends will be transferred into the account the same day that the Ice Bill is withdrawn

- Walks you through step by step what needs to be done each month
- You are collecting funds from your team to cover next months ice bill
 - If you haven't already, collect at least \$400 now to cover Oct. Bill
 - By end of October you should bill families to cover November bill
 - Look at your practice schedule for November and calculate out ice cost and 1/3 of tournament costs

Communicate with Families

Each month send a message with the total ice bill for the upcoming month:

1. How much is due
2. How you are collecting funds
3. Itemize the team expenses for the month so families know why the total is what it is
4. Give a firm due date
5. Include a PDF of the bank statement from the previous month

Forecasting / Budgeting for ice bill

Ice Time

• Farmington	\$315/ hr
• Lakeville	\$280/ hr
• Burnsville	\$280/ hr
• Shattuck	\$230/ hr

- Shared ice cost is split 50/50
- Ice that is over 1 hour is prorated.
- Home Games you pay for ice

Ice Bills

- Team Ice Time billed by the hour
- FYHA registered tournaments
 - broken into 3 payments

Shared ice cost is split 50/50
Ice that is over 1 hour is prorated.

A	B	C	D	E	F	G	H	I	J	K	L
StartDate	Day of Week	StartTime	EndTime	LocationName	Duration	Team1	Team2	Event Type	HourlyCost	Team Cost	Notes
11/3/2021	Wed	07:15 PM	08:15 PM	Schmitz-Maki Ice Arena	60	Bantam A	U12A	Shared	\$ 235.00	\$ 117.50	
11/7/2021	Sun	03:15 PM	04:30 PM	Schmitz-Maki Ice Arena	75	Bantam A	Hastings Bantam A	Game	\$ 235.00	\$ 293.75	
11/8/2021	Mon	06:30 PM	08:00 PM	Shattuck - JP Parise Arena	90	Bantam A	Bantam C	Shared	\$ 200.00	\$ 150.00	
11/15/2021	Mon	06:45 PM	07:45 PM	Schmitz-Maki Ice Arena	60	Bantam A	Bantam C	Shared	\$ 235.00	\$ 117.50	
11/20/2021	Sat	05:15 PM	06:30 PM	Schmitz-Maki Ice Arena	75	Bantam A		Solo	\$ 235.00	\$ 293.75	
11/21/2021	Sun	08:30 PM	10:00 PM	Burnsville Rink 2	90	Bantam A	Bantam B2	Shared	\$ 240.00	\$ 180.00	
11/22/2021	Mon	06:15 PM	07:30 PM	Shattuck - JP Parise Arena	75	Bantam A	Bantam B2	Shared	\$ 200.00	\$ 125.00	
11/26/2021	Fri	08:45 PM	09:45 PM	Schmitz-Maki Ice Arena	60	Bantam A	U12A	Shared	\$ 235.00	\$ 117.50	
11/27/2021	Sat	05:45 PM	07:00 PM	Schmitz-Maki Ice Arena	75	Bantam A	Rosemount Bantam A	Game	\$ 235.00	\$ 293.75	
11/28/2021	Sun	09:15 AM	10:30 AM	Schmitz-Maki Ice Arena	75	Bantam A		Solo	\$ 235.00	\$ 293.75	
11/29/2021	Mon	06:30 PM	07:30 PM	Schmitz-Maki Ice Arena	60	Bantam A	Bantam B1	Shared	\$ 235.00	\$ 117.50	

1/3 of Tournament Costs

Total Ice

Winter Classic	Bloomington	Nov. 11-14	\$1,500.00	\$ 500.00	1/3 payment
MYHA Tourna	Moorhead	Dec. 17-19	\$1,411.50	\$ 481.50	1/3 payment
New Hope Invi	New Hope	Feb. 4-6	\$1,350.00	\$ 450.00	1/3 payment

Total Bill

\$ 2,100.00

\$ 3,531.50 Due Dec. 26

What if our team ice bill doesn't look right?

- All questions related to ice must go through the Ice Scheduler!
- Ice Scheduler will then make any adjustments that are

We didn't have solo ice it was shared on 11/20

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										\$ 3,531.50	Due Dec. 26

Paid Coaches

Paid Coaches Out of Town Tournament Expenses

- These are billed to the team and paid through the team account
 - Mileage
 - Hotel
 - Meals - no alcohol \$75 per day
- Coaches should submit a reimbursement request form along with corresponding receipts.

Fines

Any and all fines issued by D8 or another authorized entity to a team are the responsibility of the team.

- These are billed to the team and paid through the team account

Examples: Unapproved participation in out of state tournament, Abuse of Official, Misconducts, Serious on ice incidents, Bench related incidents

Player Ice Bill Stipend Form

FYHA Treasurer will communicate with you at the beginning of the season which players have a stipend that is covered by FYHA.

- You will need to submit the amount of the players individual month bill to the treasurer so that they can deposit that amount into the team account.
- Player Ice Bill Stipend Form will be linked to each monthly ice bill for you to submit.
- Funds are deposited same day ice bill is collected



Player Stipend Fund Request

Please complete this form in order to get funds transferred for players who are receiving stipends from FYHA. **Funds are deposited at the same time that the monthly ice bill is withdrawn.**

* Indicates required question

Email * Your email	Players Money Needs to be transferred for: * Your answer
Players Money Needs to be transferred for: * Your answer	Team * Your answer
Team * Your answer	Ice Bill Month * Choose
	Amount (per player not all combined) * Your answer

Deposits/Withdrawals From FYHA

Script/Raise Right

- Finance manager will be notified how much and to what families at the beginning of the month
- Script Coordinator will deposit funds into team account

Player Stipends/Scholarships

- Will only be deposited if you have completed the Player Ice Bill Stipend Form
- These funds will be deposited at the same time that your ice bill is withdrawn

****All accounts must be fully funded for the the withdrawal of the Ice Bill by the due date.***

Saving a bank Statement

1. Click Services

2. Then View
eStatements

