



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
- ☐ **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.
- ☐ **Deposit next months funds by 15th of the current month**
 - For example collect funds for December in November
 - If utilizing mobile deposit please do as one deposit and not multiple separate deposits
- ☐ **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 - Player Stipends will be transferred into the account the same day that the Ice Bill is withdrawn