



Cloquet Amateur Hockey Association Finance Committee Policy and Fundraising Guidelines

Effective Date: September 21, 2025 *(to be reviewed annually)*

Approved By: Cloquet Amateur Hockey Association (CAHA) Board of Directors

1. Purpose

The purpose of this policy is to establish the structure, responsibilities, and operating procedures of the Finance Committee of the Cloquet Amateur Hockey Association (CAHA), including oversight of budgeting, financial reporting, and fundraising initiatives.

2. Finance Committee Structure

- The Finance Committee shall be a standing committee of CAHA.
- The Committee shall be composed of:
 - CAHA Treasurer (Chairperson)
 - One Board Member (appointed by the Board President)
 - Up to three additional CAHA members or volunteers with finance or fundraising experience (appointed by the Board)
- The committee shall meet at least quarterly or as needed.

3. Responsibilities

The Finance Committee is responsible for the following:

3.1 Financial Oversight

- Develop and present an annual budget to the Board of Directors for approval.
- Monitor monthly income and expenditures, including team accounts.
- Review and recommend financial policies and procedures.
- Ensure compliance with all applicable financial laws and accounting standards.

3.2 Reporting

- Prepare monthly or quarterly financial reports for the Board of Directors.
- Provide an annual financial report to CAHA membership at the annual meeting.
- Coordinate with external auditors (if applicable).

3.3 Risk Management

- Ensure adequate insurance coverage is maintained.
- Review internal controls to prevent misappropriation or misuse of funds.

4. Fundraising Guidelines

4.1 Purpose

Fundraising is essential to support CAHA's mission to provide affordable, high-quality hockey programs. These guidelines ensure consistent, ethical, and effective fundraising practices.

4.2 Oversight

- The Finance Committee oversees all association-wide fundraising activities. A designee can be assigned where applicable.
- Team-level fundraising must be approved by the CAHA Treasurer or Board designee to ensure alignment with association goals and avoid conflicts.

4.3 Fundraising Types

- **Association Fundraisers:** Events organized by CAHA to benefit the general association (e.g., Raffle, Golf Tournament).

- **Team Fundraisers:** Activities coordinated by individual teams to offset team expenses (e.g., tournaments, travel).
- **Individual Credits:** Funds raised by individuals may be credited toward their player's account per CAHA policy and IRS guidelines.

4.4 Requirements

- All fundraising must comply with CAHA policies, Minnesota Gambling Control Board regulations (if applicable), and IRS nonprofit rules.
- Cash handling procedures must be followed to ensure accountability.
- Proceeds must be deposited into CAHA-approved accounts within five business days.
- A fundraising report (template provided by CAHA) must be submitted within 14 days of the event.

4.5 Sponsorships and Donations

- All business or corporate sponsorships must be coordinated through the Finance Committee.
- Donors will receive a formal acknowledgment and may request a donation receipt for tax purposes.

5. Conflict of Interest

All Finance Committee members must disclose potential conflicts of interest and abstain from votes or decisions in which they have a financial interest.

6. Policy Review

This policy shall be reviewed annually by the Finance Committee and submitted to the Board of Directors for approval of any amendments.

This policy was presented to and approved by the CAHA Board of Directors on September 21, 2025, at its regular meeting.

By: 
Jeff Leno
President, CAHA Board of Directors

Date: 9-30-25

Appendices (as needed):

- Appendix A – Fundraising Event Approval Form
- Appendix B – Fundraising Financial Report Template
- Appendix C – Team Fundraising Guidelines Summary
- Appendix D – Sponsorship and Donor Acknowledgment Letter Template

Appendix A – Fundraising Event Approval Form

Cloquet Amateur Hockey Association (CAHA)

FUNDRAISING EVENT APPROVAL FORM

Section	Information
Team Name / Group	_____
Fundraising Coordinator	_____
Phone Number	_____
Email Address	_____
Event Name / Description	_____
Date(s) of Fundraiser	_____
Location of Event	_____
Type of Fundraiser	☐ Product Sale ☐ Raffle* ☐ Event ☐ Sponsorship ☐ Other: _____
Purpose of Fundraiser	☐ General CAHA Support ☐ Team Expenses ☐ Individual Account Credit
Estimated Revenue	\$ _____
Estimated Expenses	\$ _____
Anticipated Net Proceeds	\$ _____
How will funds be collected and secured?	_____
Are gambling permits required?	☐ Yes ☐ No (If yes, consult with CAHA Treasurer)

NOTE: Raffles and games of chance require approval from the CAHA Gambling Manager and may need a state permit.

Submitted By: _____

Date: _____

Approved By (CAHA Treasurer or Board Designee): _____

Date: _____

Appendix B – Fundraising Financial Report Template

Cloquet Amateur Hockey Association (CAHA)

FUNDRAISING FINANCIAL REPORT

Section	Information
Team Name / Group	_____
Fundraising Coordinator	_____
Event Name	_____
Date(s) of Fundraiser	_____

Financial Summary

Description	Amount
Gross Revenue	\$ _____
Expenses (itemized below)	\$ _____
Net Proceeds	\$ _____

Itemized Expenses

(Attach receipts if available)

Item	Cost
_____	\$ _____
_____	\$ _____
_____	\$ _____

Fund Distribution

- ☐ Association General Fund
- ☐ Team Account
- ☐ Individual Credits (list names and amounts separately)

Notes or Issues Encountered:

Submitted By: _____

Date Submitted: _____

Appendix C – Team Fundraising Guidelines Summary

CAHA TEAM FUNDRAISING GUIDELINES – QUICK REFERENCE

1. Approval Required

- All team fundraisers must be pre-approved using Appendix A.
- No gambling (raffles, pull-tabs, etc.) without prior CAHA Gambling Manager approval.

2. Use of Funds

- Funds may support team events, tournaments, travel, or offset player fees.
- If individual credits are distributed, maintain fair and accurate records.

3. Handling Money

- All cash/checks must be deposited in a CAHA-approved bank account.
- Avoid keeping funds in personal accounts.

4. Reporting

- Appendix B (Financial Report) must be submitted within 14 days post-event.
- Attach all receipts and deposit confirmations.

5. Prohibited Activities

- No fundraising that promotes alcohol, tobacco, or controversial topics.
- No unapproved raffles, games of chance, or use of CAHA tax ID without permission.

6. Support Available

- Contact the CAHA Treasurer with questions or support requests.
- Templates, permit links, and guidance available upon request.

Appendix D – Sponsorship and Donor Acknowledgment Letter Template

[CAHA LETTERHEAD]

[Date]

[Donor Name or Business Name]

[Address]

[City, State, ZIP]

Dear [Donor/Sponsor Name],

On behalf of the Cloquet Amateur Hockey Association (CAHA), we extend our sincere gratitude for your generous [sponsorship/donation] of [insert amount/item/service] in support of our youth hockey programs.

Your support helps ensure that players in our community have access to affordable, quality hockey experiences that promote teamwork, discipline, and personal growth.

Please accept this letter as acknowledgment of your contribution, which is tax-deductible to the extent allowed by law. CAHA is a 501(c)(3) nonprofit organization. Our Tax ID is [Insert Tax ID].

If you have any questions or would like to receive updates about our programs, please feel free to reach out to us at [Insert CAHA email or contact info].

Thank you again for your support of Cloquet Youth Hockey!

Sincerely,

[Name]

[Title – CAHA Treasurer/Board Member]

Cloquet Amateur Hockey Association

[Email / Phone]

[Website URL]