HuddleBooks

BEFORE THE SEASON

Hockey Team Treasurer Checklist

Before, during, and after the season

A practical working checklist for team budgets, bank activity, receipts, reporting, reconciliation, and account closeout. Use it with your association's current policies, not in place of them.

TEAM / ASSOCIATION ____________________ SEASON ____________________

Policy, account, and roles

- [ ] Read the association's current team finance, banking, fundraising, and refund policies.
- [ ] Confirm the treasurer, signing authorities, approvers, and independent reviewer.
- [ ] Get the association authorization required to open the seasonal team account.
- [ ] Open the designated account before collecting team fees.
- [ ] Keep team money separate from personal accounts and payment activity.
- [ ] Write down how cash, cheques, e-transfers, refunds, and reimbursements will be handled.

Budget and parent meeting

- [ ] List expected costs, including ice, tournaments, officials, equipment, development, travel, and bank fees.
- [ ] List expected income from team fees, fundraising, sponsorships, and approved sources.
- [ ] Build the proposed budget and calculate the contribution required from each family.
- [ ] Document payment dates, approved methods, and the process for special arrangements.
- [ ] Present the budget and financial process to parents before money starts moving.
- [ ] Record the required approvals and keep the parent meeting minutes.

Start with one approved financial plan

The budget, account, signing rules, and reporting schedule should be clear before team money starts moving.

Set up the record, then maintain it

A transaction is not complete until its purpose, category, support, and required approval are connected.

Set up one financial record

- [ ] Create the budget categories that will be used for the full season.
- [ ] Record the opening bank balance and explain any amount that did not start at zero.
- [ ] Set up one secure place for receipts, invoices, approvals, statements, and reports.
- [ ] Decide who can see financial information and who can edit or approve it.
- [ ] Create a consistent naming rule for receipts and supporting files.
- [ ] Set a simple process for volunteers to submit reimbursement requests and receipts.
- [ ] Schedule the reconciliation and reporting dates required by the association.
- [ ] If using a bank connection, confirm that it is read-only and cannot move money.

Keep it current during the season

- [ ] Review new bank activity on a regular schedule.
- [ ] Confirm the date, vendor, amount, and purpose of every transaction.
- [ ] Assign each transaction to the correct budget category.
- [ ] Attach the receipt, invoice, deposit record, or other supporting document.
- [ ] Record the approval required by association policy.
- [ ] Add a short explanation when the vendor name does not make the purpose clear.
- [ ] Follow up on missing receipts and unclear transactions while they are still recent.
- [ ] Record refunds and reimbursements as separate transactions.
- [ ] Keep private family payment details out of general parent communications.

A shared spreadsheet is only as current as its last update

The bank balance and supporting records should agree. A file that families can open is not useful if the information inside it is incomplete or out of date.

Catch problems while they are still small

Use the reporting schedule required by your association. Monthly review is a practical baseline for an active team.

Complete the monthly review

- [ ] Compare the bank balance with the team's financial record.
- [ ] Account for outstanding cheques, pending deposits, bank fees, and timing differences.
- [ ] Confirm that every bank transaction appears in the team record.
- [ ] Check that every recorded transaction belongs to the team account.
- [ ] Resolve missing receipts, uncategorized transactions, and incomplete approvals.
- [ ] Compare actual income and spending with the approved budget.
- [ ] Identify categories that are over budget or likely to run short.
- [ ] Have the independent reviewer complete the check required by the association.
- [ ] Keep the reconciliation and review record with the season's documents.

When the budget changes

- [ ] Calculate the full-season effect of any proposed change.
- [ ] Explain the change, including any effect on family contributions.
- [ ] Get the required approval for material or unbudgeted spending.
- [ ] Save the decision and approval with the affected transactions.
- [ ] Update the budget instead of continuing to share an outdated version.

Parent and association updates

- [ ] Publish financial updates on the schedule required by the association.
- [ ] Show the approved budget, money collected, spending, balance, and material changes.
- [ ] Protect private payment details while giving families useful visibility.
- [ ] Keep the association's authorized leaders current on exceptions and closeout status.

Transparency means current, supported information

Parents should be able to understand what was budgeted, what is in the bank, what has been spent, and what changed without waiting for someone to rebuild the numbers.

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CLOSE THE SEASON

Finish this season completely

The current treasurer closes the current season. The next season begins with its own budget, approvals, account setup, and financial record.

Finish the financial record

- [ ] Set a final deadline for receipts, reimbursements, and team expenses.
- [ ] Record all remaining income and pay all approved expenses.
- [ ] Resolve every uncategorized transaction, missing receipt, and incomplete approval.
- [ ] Complete the final bank reconciliation.
- [ ] Prepare the final budget-to-actual statement and transaction record.
- [ ] Have the required signing authorities or reviewer approve the final report.
- [ ] Share the final financial report with parents within the required timeline.

Close and prove the account

- [ ] Submit the final report and supporting proof required by the association.
- [ ] Handle any surplus or deficit according to association policy and documented decisions.
- [ ] Bring the seasonal account to a zero balance where required.
- [ ] Close the account and obtain written confirmation where required.
- [ ] Give the association proof of the zero balance and account closure.
- [ ] Export and archive the completed season record for the required retention period.
- [ ] Remove access and confirm that no payment authority remains active.

How HuddleBooks supports the checklist

HuddleBooks imports bank transactions through a read-only connection. Treasurers categorize and validate each transaction, attach receipts, and keep the season's financial record current. HuddleBooks cannot move money or make payments.

Every association has its own rules. Use this checklist as a guide and follow your association's policies and bank terms.

Read the full guide at huddlebooks.ca/blog/hockey-team-treasurer-checklist