



END OF SEASON CHECKLIST

Please ensure the following is complete prior to closing team bank accounts. If you have any questions please reach out to manager.director@spmha.ab.ca.

BUDGETS

Please ensure you begin to balance your budgets

- Show **budgeted** column as you submitted to SPMHA at the beginning of the season
- Show **actual** spend column – please have a copy of all receipts on hand in case there is any need to confirm spending
- Include how much money is remaining in your team account – this value should match what is remaining in your actual spend column
- Please email balanced budgets by March 31st (assume full bond deposit returned for now – if you do not have a total as of yet)
 - EMAIL: general.manager@spmha.ab.ca, and manager.director@spmha.ab.ca

BOND CHEQUES

- Will be returned to each team manager through SPMHA Admin and will be less any extra insurance costs to cover more than 5 coaches, and any other deductions accrued throughout the season (if applicable)
- These will also include any extra ref fees your team paid out of pocket (reimbursed/added to the team bond return cheque) – please send these receipts to admin@spmha.ab.ca
- **NO TEAM ACCOUNTS CAN BE CLOSED UNTIL BOND CHEQUES ARE RETURNED** – cheques will be issued prior to April 30th – could be sooner if all ref receipts are received promptly to the office

CLOSING TEAM ACCOUNT

- Once you receive your team bond cheque – deposit promptly to your team account
- Then you will be able to issue cheques to all families for reimbursement of team bond and any remaining fees in account
- Please note: **REIMBURSEMENT CHEQUES CAN NOT EXCEED ORIGINAL CASH CALL** – any excess fees in account attained through fundraising or sponsorship/donation will be donated to SPMHA please make cheques out to: Sherwood Park Minor Hockey Association, and coordinate with SPMHA Admin for drop-off

JERSEY RETURN

- Please collect all jerseys to a central person after your last game/ice time
- Please ensure you coordinate with approved SPMHA Seamstress to have your name bars and any badging removed
- Please ensure all jerseys are washed prior to return
- More information to come on return date (if you do not already have one – please reach out to your Division Director for more information) – but ensure jersey sets are complete, clean, in

numerical order, and with one person to make for easy return once we have a date in place – return jersey bags as well

OTHER EQUIPMENT

- Please ensure the following is with one person to make for easy return once we have a date in place (Head Coaches may be the best person for this job):
 - Goalie equipment
 - Radar guns
 - Pinnies
 - Pylons
 - Pucks
 - Etc.