THE PACKED PARENT · FREE PRINTABLE

Hockey Team Treasurer Season Checklist

Everything to set up, track and close out, one season at a time.

BEFORE THE SEASON

- [ ] Get last season's year-end report and your association's treasurer rules.
- [ ] Confirm who can sign and approve spending. Two signers is a common safeguard.
- [ ] Set up or confirm a bank account in the team's name, never a personal one.
- [ ] Build the season budget: ice, tournaments, apparel, team events, coach gifts and a cushion for surprises.
- [ ] Set the player fee and payment dates, and share them with families in writing.
- [ ] Collect each family's contact details and how they'll pay.
- [ ] Decide how receipts get submitted (for example, a photo by email within a week).
- [ ] Present the budget at the first parent meeting and note that it was approved.

EVERY MONTH

- [ ] Record every payment in and every expense out.
- [ ] Match your records to the bank statement.
- [ ] Follow up on overdue fees privately and kindly.
- [ ] File receipts, labelled by date.
- [ ] Send families a short money update or statement.
- [ ] Compare budget to actual and flag any line running over.

SEASON AT A GLANCE

Team & season _____

Signers _____

Fee due dates _____

Year-end report due _____

TOURNAMENTS & FUNDRAISING

- [ ] Confirm the entry fee fits the budget before registering.
- [ ] Track fundraiser money separately: who sold what, and what came in.
- [ ] Count cash with two people present and deposit it promptly.
- [ ] Apply any fundraising credits to family fees only as your association allows.

END OF SEASON

- [ ] Collect any outstanding fees and pay every remaining bill.
- [ ] Reconcile the bank account so your records and the bank match exactly.
- [ ] Prepare a year-end report: money in, money out, balance left.
- [ ] Have someone who didn't handle the money review it.
- [ ] Decide with parents or the association what happens to any surplus.
- [ ] Hand over records and account access for next season.

NOTES

WANT THIS DONE FOR YOU?

Track dues, budget and parent statements in one place.

The Hockey Team Treasurer Kit works on your phone or computer. (I made it.)

See the kit on Etsy

A general guide only, not financial or legal advice. Always follow your association's financial policies and any rules your league sets for team money.