

**Nepean Minor Hockey Association
100 Malvern Drive, Room 203
Nepean, ON K2J 2G5**

September 2009

To: Team Managers and Coaches of NMHA
From: Christine Shute, Treasurer, Nepean Minor Hockey Association
Subject: **House League & Competitive Team Banking Procedures**

To whom it may concern:

The Nepean Minor Hockey Association (NMHA) has approximately 135 House League teams, and 24 Competitive teams go through its system every hockey season. Listed below is the team banking procedure the association has set for each team manager to follow. Banks in the Nepean area are fully advised on how our teams are to operate their banking.

The procedure is as follows:

- One team bank account, with cheque and deposit book privileges only.
- No banking ABM cards to be issued on the team account.
- Request a Community Service account to avoid banking fees.
- Each team bank account requires two signing authorities and cannot be the coach, assistant coach or anyone related to the coaches, including spouses. Typically it is the team manager and team treasurer.
- The team cannot represent themselves as the NMHA, as we are a separate entity. The account is to be open under the team name. For example: NMHA Atom A Team B. The NMHA claims no responsibility for the team's banking activities.

All teams are to operate their bank account for the current season and are responsible to close their bank account promptly once all of the financial affairs are taken care at season's end, no later than June 1. Under **no circumstances** are our teams to facilitate banking through personal accounts. The NMHA does reserve the right to audit the team finances at any time. All financial documentation encompassing the team would be required to be turned over to the NMHA Audit Team.

Please contact me directly for any concerns, 613-224-0837.

Sincerely,

Christine Shute
Nepean Minor Hockey Association