


# Financial Reporting Workbook (Competitive)

## User Guide

On the bottom of the workbook you will find a tab for each month of the season. Select the appropriate month for the report.

		<b>Nanaimo Minor Hockey Association</b>	
Telephone: (250) 758-0833		Facsimile: (250) 758-5099	
EMAIL: nanaimomha@shaw.ca		WEBSITE: www.hockeynanaimo.com	
<b>MONTHLY REPORT</b>			
COMPETITIVE TEAM COORDINATOR/ TREASURER			
SUBMIT TO WAYS & MEANS COORDINATOR			
TEAM/DIVISION: TBA		MONTH: SEPTEMBER	
OPENING BALANCE			\$0.00
REVENUE (This Month)	<input type="text"/>		
Sponsorships- Name		\$ -	
Donations- Name		\$ -	
Coffee & Snacks		\$ -	
September   October   November   December   January   February   March   April			

Fields such as Month and Team/ Division will autofill from month to month. These can be overwritten should a they need to be changed for any reason.



The lower portion of the worksheet is dedicated to the team's expenses. Here the treasurer enters all of the costs the team incurs during the month, entering both the description and totals in the appropriate lines.

All calculations are automated to ensure accuracy and to help expedite the reporting process.

<b>EXPENSES (This month)</b>							
Telephone			\$	-			
Tournament fees			\$	-			
Rep Fees pd to NMHA			\$	-			
Other (list)			\$	-			
<b>TOTAL EXPENSES</b>						- \$	-
<b>CLOSING BALANCE</b>							50.00
I certify that this information as presented is correct.							
Sign & print name				Date			

At the end of each month, the treasurer is required to date the sheet, print off and sign/ submit to Nanaimo Minor Hockey.

If this worksheet is saved to a location on a computer it can be a central place to keep track of team finances. It can also be easily forwarded to the team parents for their information.