<u>Financial Reporting Workbook (Competitive)</u> User Guide

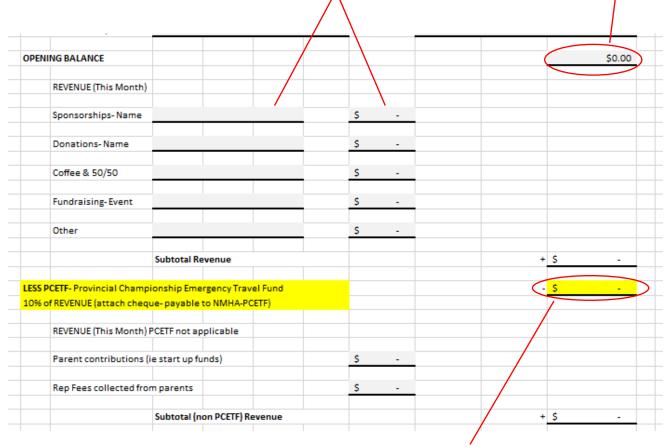
On the bottom of the workbook you will find a tab for each month of the season. Select the appropriate month for the report.

	Nanai	mo Minor	Hockey As	sociation	1		
	Telephone:	Telephone: (250) 758-0833					
1	Facsimile: (250) 758-5099					
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HI DOGRAM	WEBSITE: www.hockeynanaimo.com						
			MONTHLY R	EPORT			
		COMPETITIV	E TEAM COORI	DINATOR/TR	EASURER		
		SUBMIT T	O WAYS & MEA	ANS COORDII	NATOR		
TEAM/DIV	SION: TRA			MONTH: SE	DTEMBER		
TEANITOIV	JION. IDA			WOWIT. SE	FILIVIDEN		
						40.0	
OPENING BALANCE						\$0.0	
REVENUE (This N	ontn)						
Cooperation No.							
Sponsorships- Na	me		- \$				
Donations- Name			Ş	-			
						\	

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 top half of each worksheet is dedicated to Revenue.

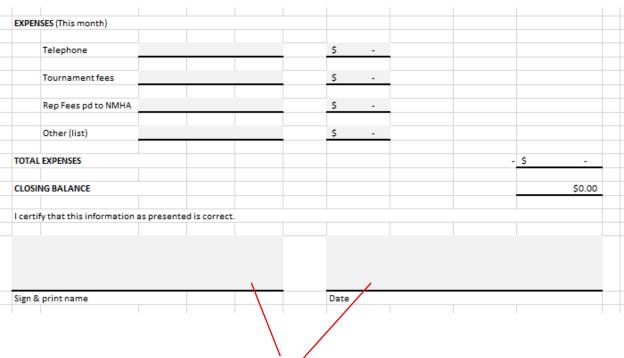
The opening balance will carry over from the previous month's balance automatically. From there the treasurer can enter the various sources of revenue (both PCETF applicable and PCETF exempt)- simply adding the description and total on the applicable lines.



The amount of the required PCETF payment is calculated automatically and appears in the highlighted cell. When this report is submitted, the owing PCETF funds should be submitted in the form of a cheque at the same time.

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.



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.