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

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	imo Min	or Hoc	key A	\ \ssociati	on			+
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		(250) 758-509							
	EMAIL: nan	aimomha@sh	naw.ca						
	WEBSITE: w	ww.hockeyna	naimo.com						
ULJF FLJO									
			MON	HLY RE	PORT				
		HOUSE	TEAM CO	ORDINA	TOR/TREASU	RER			
	(	submit at m	nonth end	to Ways	& Means Coo	rdinator)			
MONTH OF: SEPTEMBER									
TEAM/DIVISION: TBA									
					OPE	NING BALANCE:		\$0.00	
TOTAL REVENUE (This Month)									
September Oc	tober	November	Dece	mber	January	February	March	April	$\Rightarrow$

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.

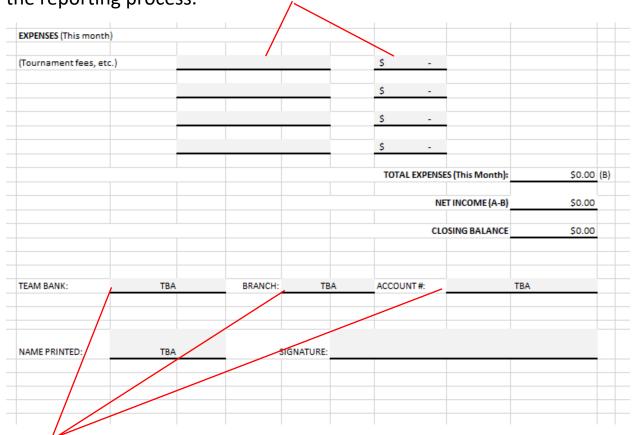
The top half of each worksheet is dedicated to Revenue.

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

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ركاراركك													
		MONTHLY REPORT											
		HOUSE TEAM COORDINATOR/TREASURER											
		( submit at month end to Ways & Means Coordinator)											
		( Subi	ilit at ilioliti eliu to	ways & wie	eans coordinator)								
MONTH OF:	SEPTEMBER												
				— <del>                                    </del>									
TEAM/DIVISION:	TBA												
					OPENING BALANCE:	\$0.00							
TOTAL REVENUE (Th	is Month)												
					1								
(50/50, parent funds, etc.)				\$	-								
				\$	-								
		_		\$	-								
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				7									
				TOTA	AL REVENUE (This Month):	\$0.00 (A)							

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.



The banking information at the bottom of the form will carry through the entire work book automatically but can be over written during any reporting period should the need arise.

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.