


# Financial Reporting Workbook (Non-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> HOUSE TEAM COORDINATOR/TREASURER ( submit at month end to Ways & Means Coordinator)	
MONTH OF:	SEPTEMBER
TEAM/DIVISION:	TBA
	OPENING BALANCE: 50.00
TOTAL REVENUE (This Month)	
<span style="border: 1px solid black; padding: 2px;">September</span>   <span>October</span>   <span>November</span>   <span>December</span>   <span>January</span>   <span>February</span>   <span>March</span>   <span>April</span>	

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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MONTHLY REPORT  
HOUSE TEAM COORDINATOR/TREASURER  
( submit at month end to Ways & Means Coordinator)

MONTH OF: SEPTEMBER

TEAM/DIVISION: TBA

OPENING BALANCE: 50.00

TOTAL REVENUE (This Month)

(50/50, parent funds, etc.)		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-

TOTAL REVENUE (This Month): 50.00 (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.

EXPENSES (This month)			
(Tournament fees, etc.)		\$	-
		\$	-
		\$	-
		\$	-
		<b>TOTAL EXPENSES (This Month):</b>	<b>\$0.00 (B)</b>
		<b>NET INCOME (A-B)</b>	<b>\$0.00</b>
		<b>CLOSING BALANCE</b>	<b>\$0.00</b>

TEAM BANK:	TBA	BRANCH:	TBA	ACCOUNT #:	TBA
NAME PRINTED:	TBA	SIGNATURE:			

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.