

PRMLA Treasurer Responsibilities:

Lacrosse season fiscal year begins in October until September the following year.

In addition to ensuring that payment is made for approved expenses throughout the year, the PRMLA Treasurer will also be responsible for the following:

- **September** - Submit one team registration using the OLA Form and fee to OLA for the following season.
- **September/October** - Create Budget Summary for the past season for the PRMLA AGM.
- **November** - Pay the Future Stars PPW tournament registration fee to the OLA **by November**. Tournament director/President will submit the application form – ensure that they do.
- **November/December** – Create a budget breakdown for the previous year using the budget template to show where the PRMLA funds were used.
- **November/December** – Create a tentative budget for the upcoming season based on last years expenses and increased costs/future needs.
- **November/December** - Create a list of board members document for the BINGO liaison to submit to the BINGO contact for next season. They will also need a copy of the projected budget for the upcoming season.
- **December/January** - Will also need to provide the list of board members and their contact info to OLA/Zone 9.
- **December to June** - Liaise with Sponsorship Coordinator regarding budgetary requirements/needs.
- **January to May** - Deposit sponsorship cheques and provide the company with a donation receipt using word doc template – send to them in PDF.
- **January to May** - Ensure that sponsorship coordinator receives business logos for sponsors. Collect the logos and send to selected company for the banner to be created.
- **January to May** – work with equipment manager to ensure proper amount/sizes of shirts, shorts, and polos are ordered for the season based on registrations.
- **January** - Will need to request a copy of the OLA's insurance policy for the Welland and Pelham arenas at some point in **January** – will need to ensure that the City of Welland is listed as an additional insured on the policy. Will need to ensure that any field lacrosse location is also listed as an additional insured on the policy (ie. Youngs Sportsplex, DSBN, etc...).
- **January/February** - Pay LacrosseShift website yearly hosting fee.
- **January to March** – reimburse coaches for their clinics and vulnerable sector checks.
- **February** - Request D&O Insurance for the organization from Ben Chambers Insurance.
- **February-Beginning of April** – ensure that families requesting a release have paid in full and have submitted an *additional – non-refundable* \$100 for the release hearing.
- **March** - Be available for the day that tournaments are to be booked for our PRMLA Rep teams – assist coaches with payments if needed. Keep track of what tournaments are booked for each team and the cost. **Tournament booking day was Mar 3rd 2025.**
- **March** – At the same time that other tournaments are being booked for all PRMLA Rep teams, you will need to be available to work with the Tournament Director regarding our Future Stars Tournament team registrations/payments.
- **March** - Submit team registrations form and fees for FIELD to OMFL by **March 9.**

- **April** - Receive Invoice from Welland Arena and create postdated cheques per month – to be submitted to the arena prior to **April 1st**. (Scheduler will provide arena with needs and they will create invoice from that)
- **April** - Submit team registrations form and fees for **FIELD** to OLA by **April 1st**.
- **April** - Once BOX teams have been selected – send the head coach or team manager the amount that their team owes for additional tournaments that the association has paid for (we only cover the cost of one) – **mid April**.
- **May – Opening Ceremony** – ensure that opening ceremony guests have been/are paid. For example: MC, Anthem Singer, Drum Circle, Bagpiper, etc...
- **May to July** – ensure that referees and timekeepers are paid same day for all games. Referee in Chief will have the schedule – need to liaise with them about who to pay and mileage. Some Refs are ok with E-transfer for payment.
- **May to August** – pay Zone 9 and OLA Fines as they come in.
- **May to August** – Invoice the individuals who received the fines with a proper invoice saved in PDF version (not Word). Receive payment from individual. **Keep track of who's paid and who is outstanding.**
- **June** – Collect team photographs from all teams who received an Executive Sponsorship. Send photo and team/sponsor info for thank you plaques. Begin in June, end when all photos collected/completed. **Distribute them as early as possible (ideally begin in June).**
- **June 11th** - Submit team registrations form and fees for **BOX** to the OLA by **June 11**.
- **June 15th** - Pay for Provincial's entry fees per team to the OLA with the accompanying form by **June 15th**.
- **June** - Teams should pay back the amounts that they owe for additional tournament registrations by **the end of June**.
- **August** - Any of our house-league teams that participate in the St. Catharines house-league program, will be billed by St. Catharines at the end of the season in **August**.
- **September** - Pay for Player Levy's to OLA.
- **September** – Pay Licensing Fee to Town of Pelham for the following year.
- **September** – Ensure that all award recipients have been selected and that all of the actual awards have been ordered for the banquet.
- **September** – keep track of end of year banquet ticket purchases; create list of attendees.

Monthly - send a PDF of the BINGO account monthly account summary to the BINGO Liaison. If there were any purchases from the BINGO account within a specific month, also attach a copy of the receipt with the account summary.

January to June – ensure that e-transfer payments received for registrations have been applied to Sportzsoft accounts. Keep track of who has not paid. Create deadlines, send payment reminder emails.

REP Team Tournaments – PRMLA pays for one tournament and provincials for each team (future stars for PPW). PRMLA will front the cost for all tournaments for all teams, and each team will be required to pay the additional tournaments back to PRMLA by the end of June.

Banking Signing Authorities – ensure there are 3 people listed on the bank as signers (2 are required for all transactions). See banking request change forms in the google drive for the form required to change a signer. Treasurer is responsible for coordinating the change in signing authorities.

BINGO ACCOUNT USAGE – BINGO funds can only be used for floor time, equipment, and uniforms. If you are unsure if the expense is allowed, please ask the BINGO Liaison first. Expenses can **ONLY** be paid by cheque **NOT** E-transfer.

BINGO FUNDRAISING LIMITATIONS – PRMLA and its membership **MUST** obtain a lottery license if they wish to do any fundraising listed within the licensing requirements (50/50, penny raffle, frisbee toss, card games, etc). If BINGO finds out that we have done so without a license, they will pull our funding. BINGO money is deposited monthly into the BINGO account.

Pelham Pledge Agreement – Once per year PRMLA must make the Pledge Agreement Payment to the Town of Pelham.