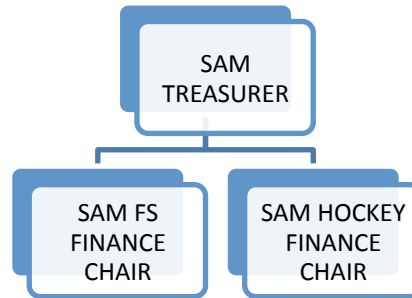


Skating Association of Maine  
Financial Policy



**SAM TREASURER:**

The Treasurer shall have charge of all fund of the Association and shall keep a record of all receipts and disbursements and shall render a written report when requested by the President or Board of Directors.

**Specific duties include:**

- Pay invoices submitted to the Association approved by budget or Board
- Maintain accurate accounting records (checking, savings, programs)
- Prepare Financial Report for all Board Meetings
- Provide assistance in budgeting process with Finance Chairs and Steering Committee's
- Responsible for providing appropriate information and reports for tax preparation
- Work with Finance Chairs of each Steering Committee to create an accurate checks and balance system for the Associations programs
- Follow description of Treasurer set forth in the Associations By-laws

**FINANCE CHAIRS:**

The Finance Chairs will be members of their respective Steering Committee. They will provide the Treasurer with written (or emailed) financial reports on a monthly basis or as requested.

**Specific duties include:**

- Pay invoices or reimbursements based on budgets at the direction of the Treasurer
- Track finances for each program level
- Make deposits and send receipt with deposit transaction report to Treasurer
- Prepare budgets
- Work with Treasurer to create an accurate checks and balance system for the Associations programs
- Prepare reports for the Treasurer on a monthly basis and as requested

**Accounts**

Bank of Maine Savings Account

Bank of Maine Checking Account

Bangor Savings Checking Account (for payroll)

Skating Association of Maine  
Financial Policy

Account Authorizations

Bank of Maine Accounts: President, Treasurer, Secretary, Finance Chairs

Bangor Savings Account: Treasurer, Finance Chair Figure Skating

Cash Flow

All funds raised by the Trustee will be deposited by the Treasurer into the General Fund to be used as requested by the Steering Committees with approval from the Board. Funds will be distributed equally between figure skating and hockey.

Funds donated directly to SAM with special mandates, example: funds are to purchase hockey equipment, will be earmarked as such and used for those purposes only.

Income will be deposited in a timely basis (approximately within 5 days of receipt) unless special circumstances prevail and it is approved by the Treasurer.

The Finance Chairs will collect all income and make deposits, then forward to the Treasurer the deposit receipt with a transaction deposit slip (see attached). An email stating that a deposit has been made and the amount should be sent to the Treasurer within 24 hours of the deposit.

All invoices received by the Finance Chairs should be forwarded to the Treasurer for payment unless otherwise directed by Treasurer.

The Finance Chairs will have the ability to pay up to \$500 for items that have been previously approved by budget. Examples: Miscellaneous supplies, photo copies, etc. A receipt and expense record is to be sent to the Treasurer within 5 days unless a later time is approved by the Treasurer. All items purchased must be accounted for in a budget or have received previous approval of the Board.

At the end of each session, and/or season the Finance Chairs will provide the Treasurer with a profit and loss statement for each program level. The profit and loss statements will be used to provide accurate budgets for the following fiscal years programs.

The Treasurer from time to time will provide the Finance Chairs with checks to be written to cover events such as Tournaments, Test Sessions, etc.

The Treasurer will provide routing and account numbers to appropriate people to allow for direct payment of USFS Registrations, Basic Skills Registrations, etc. These people will forward a receipt of transactions to the Treasurer and the Finance Chair of respective program.

Skating Association of Maine  
Financial Policy

Deposit Transaction Record  
Figure Skating

Rink: \_\_\_\_\_

Program  
Freestyle Ice \_\_\_\_\_

Basic Skills Registration \_\_\_\_\_

SAM Dues \_\_\_\_\_

USFS Registration Fee \_\_\_\_\_

USFS Basic Skills Registration Fee \_\_\_\_\_

Show Registration \_\_\_\_\_

Show Program Ad Sales \_\_\_\_\_

Show Ticket Sales \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To Deposit \_\_\_\_\_

Submit to: SAM Treasurer

Attach original deposit receipt

Skating Association of Maine  
Financial Policy

Deposit Transaction Record  
Hockey

SAM Dues	_____
Program Registration	_____
Tournament Registration	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Deposit \_\_\_\_\_

Submit to: SAM Treasurer  
Attach original deposit receipt from bank.

Skating Association of Maine  
Financial Policy

Skating Association of Maine  
Expense Record and Request for Reimbursement

Please reimburse \_\_\_\_\_

\$ \_\_\_\_\_.

Breakdown:

\$ \_\_\_\_\_ For \_\_\_\_\_

\$ \_\_\_\_\_ For \_\_\_\_\_

\$ \_\_\_\_\_ For \_\_\_\_\_

For = Photocopies Basic Skills, Photocopies Show, ink for printer, etc.

All items purchased must have been previously approved in the budget.

Attach all receipts.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This form may be used to reimburse a SAM Member or adding additional funds to a debit card.

Submit to: SAM Treasurer

**Original Receipts** must be attached to be reimbursed.

Treasurer:

Date Received: \_\_\_\_\_

Paid \$ \_\_\_\_\_ Check Number \_\_\_\_\_

Debit Card \_\_\_\_\_

Skating Association of Maine  
Financial Policy