



Financial Management Policies

Minnesota Hockey
Financial Management Policies

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FISCAL CONTROL

POLICY: Minnesota Hockey has written procedure that its Board of Directors is responsible for fiscal policy, management and control.

PROCEDURE:

Administrative Authority

The Board of Directors of Minnesota Hockey is responsible for fiscal policy, management, and control. The Treasurer has been delegated the authority to manage this fiscal area. Effective internal controls and the safeguarding of assets are essential elements of this policy.

Fiscal policies and procedures adopted by the governing authority include the following:

- Internal controls
- Petty cash
- Bonding of employees (when required)
- Signature control
- Procurement practices
- Member expense reimbursements

Fiscal Officer Qualifications

Minnesota Hockey's Fiscal Officer must have at a minimum, three (3) or more years of demonstrated financial administration and or general business management experience. It is preferred that the Fiscal Officer holds a Bachelor of Science degree in Business Management, Accounting or a related field.

BUDGET PREPARATION

POLICY: Minnesota Hockey has written procedure for the development of the yearly operating and capital budget.

PROCEDURE:

Budget Development/Board Approval

Minnesota Hockey will develop a fiscal budget annually for the fiscal year of September 1 to August 31. The Treasurer, with the assistance of the Executive Director, the Financial Administrator and a duly appointed Committee (Budget Committee), will prepare an annual budget request under the guidelines and directions of Minnesota Hockey Board of Directors. The operating budget links program costs with the necessary resources. Input from all budget managers is requested as the final document is prepared.

Each board officer, committee chair and program manager (responsible party) who directs the expenditure of funds on behalf of Minnesota Hockey is required to prepare a budget request and submit it to the budget committee in accordance with the committee's established schedule. In the event a budget request is not submitted in accordance with the committee's request, the committee shall arbitrarily establish an appropriate amount to be included in the total budget or shall recommend to the board that the program be suspended until such time as a proper budget is prepared. This arbitrary amount, if established, shall be separately identified to the board, which may elect to amend or disallow such budget item(s)

The Minnesota Hockey Finance Committee will review the budget requests, recommend revisions, and present the budget for approval to the full Board of Directors. Minnesota Hockey's Board of Directors will have the responsibility and power to grant final approval of the yearly budget. The fiscal budget will be prepared by June of each year. The budget will then be submitted to all Minnesota Hockey Board Members for their study and adoption at the Board's regularly scheduled summer meeting or by June 30, whichever occurs first.

Capital Budget:

The Executive Director, with assistance from the Treasurer and, if so determined by the Board's President, other members of the Board, will develop a capital expenditures budget for any office equipment and other items for which ownership will be retained by Minnesota Hockey. Input from other budget managers will be utilized as the capital budget document is finalized. The final capital budget will be presented to the Finance Committee for review in July of each year. It will then be submitted to the Board of Directors for their study and adoption at the Board's regularly summer meeting or by June 30, whichever occurs first.

ADMINISTRATIVE REVIEW OF THE BUDGET

POLICY: Minnesota Hockey has a written procedure that requires the Treasurer to conduct budget reviews with budget managers on a semi-annual basis.

PROCEDURE:

Budget Administration

The Treasurer, with assistance from the Executive Director and the Financial Administrator, will present the annual budget to the Finance Committee of the Board of Directors. The Finance Committee, with assistance from the Treasurer, Executive Director and Financial Administrator, will review the budget request, recommend revisions, and present the budget for approval to the full Board of Directors.

Program Budgets

Once the Minnesota Hockey Board of Directors has approved the overall budget, the responsibility for individual program budgets rests with the program manager, who is also considered to be the budget manager. The Financial Administrator, under direction of the Treasurer, shall oversee the program budgets and shall provide the budget manager with a report of the program's budget status on a timely basis.

Expenditures in excess of the approved budget are not permitted. The ultimate budget administration responsibility belongs to the Minnesota Hockey officer or director under whose guidance the program falls.

The Board of Directors, in accordance with its by-laws, may make budget revisions at any time.

BUDGET REVISIONS

POLICY: Minnesota Hockey has a written procedure for revisions to the annual operating budget.

PROCEDURE:

Operating Budget Reviews and Revisions

The Finance Committee will meet with the Treasurer, Executive Director, Financial Administrator and, if appropriate, a cognizant budget manager on an as needed basis for review of current program needs for fiscal management and financial projections. The Finance Committee's chairperson will give to the full Board of Directors at least quarterly, a financial report of all expenditures as it relates to the budget. Additionally, the committee will review major revisions to the budget. The full Board of Directors is responsible to give final approval of the financial statements and all major revisions to the budget.

Capital Budget Reviews and Revisions

The Finance Committee will meet with the Treasurer, the Executive Director and the Financial Administrator each year to review capital budget needs.

CASH MANAGEMENT

POLICY: Minnesota Hockey has written procedure to assure that all funds received by the organization are placed daily in an officially designated and secure location. Funds collected and disbursed are distributed to the parent agency and other designated authorities.

PROCEDURE:

Officially Secure Location

All funds are receipted as they arrive at the Minnesota Hockey Business Office and held in a secure location until a bank deposit is made.

Handling of Funds:

All funds collected from membership fees, sponsorship fees and each program are deposited in a Minnesota Hockey designated depository, into Minnesota Hockey's general checking account, on the same day that they are received. Expense payments are developed and charged against the general checking account as well. Funds that have been donated to Minnesota Hockey for a specific purpose shall be recognized as restricted assets. Special accounts have been developed for these funds and are reconciled on a quarterly basis.

NSF Checks

Checks returned for non-sufficient funds will be automatically forwarded for collection to an authorized agency specializing in this activity. The selected agency will have electronics funds transfer (EFT) and automated clearing house (ACH) capability.

INTERNAL FISCAL MANAGEMENT

POLICY: Minnesota Hockey has written procedure for internal fiscal accounting control.

PROCEDURE:

Chart of Accounts

Minnesota Hockey utilizes a descriptive chart of accounts that reflects the operations of the organization. The account system properly reflects assets, liabilities, and fund balances. The structure isolates all revenue and expenditures and is tied into the budget process.

Method of Accounting

Minnesota Hockey follows Generally Accepted Accounting Principals (GAAP) and uses the accrual method of accounting for non-profit corporations. Assets are divided into three categories: unrestricted, temporarily restricted and permanently restricted assets. The ~~cash~~ **accrual** basis of accounting will be used when preparing the annual filing to the Internal Revenue Service.

Recording of Revenues and Expenses

Minnesota Hockey posts all revenues and expenses to the appropriate Accounts Receivable or Accounts Payable section of the chart of accounts. These accounts are posted on at least a monthly basis. The Financial Administrator is responsible for the end of month computer listing of the general ledger, trial balance and balance sheet. The financial reports include a year-to-date summary of financial operation. These reports are submitted by the Treasurer to the Finance Committee and each member of the Board of Directors on a quarterly basis.

Safeguarding and Verification of Assets:

All assets are identified and separated into distinct categories on the balance sheet. These categories include the following:

- Cash and cash equivalents
- Receivables
- Inventories (if any)
- Prepaid expenses
- Property and equipment

Minnesota Hockey has a fixed asset system that lists each asset. This schedule is submitted annually to the certified public accountant conducting Minnesota Hockey's annual audit.

INTERNAL FISCAL MANAGEMENT (Cont)

Management establishes and maintains internal cash controls. The Treasurer or his/her designee receipts all checks and cash. Funds are put into the Minnesota Hockey Business Office safe prior to being deposited. Deposits are prepared and the funds are deposited in a designated depository. The Treasurer oversees the reconciliation of all bank accounts.

Expenditure Control

All budget managers are required to submit receipts for verification of all expenditures. In general, all expenditures need to be approved in advance through the budget approval process. Payables are matched with receipts and receiving reports prior to payment.

Separation of Duties

The Minnesota Hockey Financial Administrator is responsible for the collection and disbursing of funds for payments of accounts payable. The Treasurer is responsible for employee payroll. The Financial Administrator reviews all invoices and approves payment. Checks in the amount of **\$3,000.00** or less for payments approved by the **Financial Manager or the Treasurer** are signed by the Executive Director, except for checks issued for payroll. Two approved signatures are required on all payroll checks and all checks in the amount of \$3,000.00 or more.

Payments of Taxes

Minnesota Hockey makes timely deposits of all federal and state taxes each payroll period.

Reconciliation of Bank Statement

The Treasurer is responsible for reconciling the monthly bank statements on a timely basis under the supervision of the Chair of the Finance Committee.

Fiscal Year

Minnesota Hockey's current fiscal year is September 1 through August 31. **All business transactions related to a fiscal year, must be submitted within 10 business days of the completion of the year. Anything submitted after that time will automatically be considered to be an obligation of the following year.**

OFFICERS AND DIRECTORS EXPENSE REIMBURSEMENT

POLICY: Minnesota Hockey has written procedure for the reimbursements of expenses for its officers and directors.

PROCEDURE:

Allowable Expenses:

1. **Board Member, Advisory Board Members, Employees (unless directed differently in a current MN Hockey approved Employee Handbook)** and in certain cases, their spouses are entitled to reimbursement from Minnesota Hockey for certain expenses incurred while conducting Minnesota Hockey business. Those expenses that are eligible for reimbursement are:
 - a. Air Fare - Actual cost of discounted coach fares for approved official Minnesota Hockey business.
 - b. Car rental – actual cost for rental of an appropriately sized automobile when conducting official Minnesota Hockey business out of town, provided that a car rental is more economically feasible than using public transportation.
 - c. Mileage - Per mile basis for use of personal vehicle, based upon shortage distance mileage calculated from state map or from an approved computer program such as MapQuest, Rand McNally and the like.
 - d. Parking Fees - When attending eligible events
 - e. Lodging - When attending eligible events within specified distances from home
 - f. Meals - Based on a per diem allowance as stipulated by Minnesota Hockey
2. Total food allowance per day is not to exceed the established per diem rate unless the officer, director or board member is attending an event at the direction of or with the approval of a Minnesota Hockey officer, in a setting where the established per diem amount is inadequate. In such cases, an increase in the per diem allowance will be made to accommodate the actual expenses for meals. **Gratuities shall not exceed the standard norm then used in food & beverage serving establishments but in no cases shall gratuities exceed twenty percent (20%) of the check for food & beverages service.**
3. Expenses for entertainment not otherwise defined herein shall not be eligible for reimbursement unless such expenditures are a budget item specifically identified in the budget and approved by the Board of Directors. Expenses for entertainment that are not identified in the budget may be approved in writing by the President, in advance of such expenditures.

Eligible Events:

Expenses incurred during the following events are eligible for reimbursement:

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OFFICERS AND DIRECTORS EXPENSE REIMBURSEMENT (Cont.)

1. State Meeting Attendance:

- a. Mileage from the attendee's home address to the address of the meeting site and return is eligible for reimbursement, plus any mileage for authorized local travel while in attendance of the state meeting.
- b. Minnesota Hockey will provide lodging at the host site, with the cost of such lodging billed directly to Minnesota Hockey.
- c. Any incidental expenses incurred such as phone, refreshment, movies, etc., shall be for the officers/director's own account and are not eligible for reimbursement. If such expenses are to be charged to the director's room, a valid personal credit card must be presented at the time of check -in to cover all incidental expenses. **If it becomes necessary to use regular telephone service for Minnesota Hockey business related long distance phone calls. Such calls shall charged to a credit card and submitted for expense reimbursement**
- d. Minnesota Hockey will provide meals and refreshment during the meeting. Officers/directors who travel more than 3 hours from the meeting site are eligible to be reimbursed for lunch expense on travel days, in accordance with the per diem allowances established.
- e. Vehicle parking expense charged by the host facility while attending the meeting is eligible for reimbursement.
- f. Expenses incurred by the officer/director's spouse who is attending the meeting are eligible for reimbursement in accordance with the stipulations herein.

2. Committee Meetings.

- a. Only appointed committee members are eligible for expense reimbursement when attending scheduled committee meetings, unless:
 - i. The non-committee member's attendance has been requested by the Committee chair, or the non-committee member's attendance has received prior approval from the President or cognizant Regional Vice President.
- b. Mileage from the attendee's home address to the meeting site and return is eligible for reimbursement, plus any mileage for authorized local travel while in attendance of the committee meeting.

- c. Minnesota Hockey will reimburse for lodging expense, provided that the meeting is held in the evening and the director must travel a distance of more than 100 miles, one-way.

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- d. Reasonable lodging expense reimbursement will be made. The submission for reimbursement is accompanied by a valid receipt and shall be for the room only.

OFFICERS AND DIRECTORS EXPENSE REIMBURSEMENT (Cont)

- e. Minnesota Hockey will, when appropriate and at the discretion of the Chair, provide meals and refreshment during the meeting.
 - f. Vehicle parking expense charged by the host facility while attending the meeting is eligible for reimbursement
 - g. Per Diem allowance applies when overnight lodging is required.
 - h. Expenses incurred by the committee member's spouse who is attending the meeting are not eligible for reimbursement.
3. USA Hockey Meeting Attendance
- 1. Officers/directors who have been elected as representatives by the Board of Directors or appointed by the President to attend a regularly scheduled USA Hockey meeting are entitled to the reimbursement of expenses in accordance with the terms stipulated herein. Other officers/directors who elect to attend USA Hockey meetings shall do so at their own expense, unless expenses for meeting attendance is clearly defined in the Board approved budget.

Office Expenses

1. District Directors

- a. District director's expenses for travel within the district, phone, fax, postage, supplies, district tournament expenses and the like shall be borne by the director's district. In matters where a district director is performing specifically assigned duties for Minnesota Hockey that are not directly associated with the district's business affairs, expenses for travel, phone, fax postage supplies and the like may be eligible for reimbursement from Minnesota Hockey, provided that such expenses are first approved by the cognizant Minnesota Hockey Officer, Regional Vice President or Committee Chair making the assignment, and are accompanied by a valid receipt.

2. Minnesota Hockey Officers

- a. Reasonable office expenses for Officers and other Board Members who are not district

directors for hockey related expenses are eligible for reimbursement from Minnesota Hockey, including mileage for local business use, provided such expenses are included in the budget and are accompanied by a valid receipt. When reporting mileage for local business use, mileage totals may be accumulated for reporting purposes. (Not on a per trip basis.

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OFFICERS AND DIRECTORS EXPENSE REIMBURSEMENT (Cont)

Expense Submission

1. All requests for expense reimbursement shall be submitted on the approved Minnesota Hockey expense form, prepared and signed by the person requesting reimbursement and shall be submitted to the cognizant regional vice president or committee chair for approval. Expenses specifically related to a State meeting, mileage and per diem might be submitted directly to the Financial Administrator within thirty (30) days from the date the expense was incurred. Once approved, they will be forwarded to the Minnesota Hockey business office for payment directly to the submitting director. All expense reimbursements shall be made within two (2) weeks from their date of submission.
2. Combining of expenses for more than one person into a single request form is not permitted.
3. Any expense request not submitted within the thirty (30) day time limit stipulated above shall not be eligible for reimbursement.
4. All required receipts will be submitted with the expense report. In the event a required receipt is lost, a certification of the expenditure shall be submitted in the form of a written statement that defines the expense. The statement shall include:
 - a. The item purchased
 - b. The place of purchase
 - c. The date of purchase
 - d. The amount of purchase
 - e. The reason the expenditure was made.
5. When using the same expense report to request mileage reimbursement for more than one event, each trip with resultant mileage must be indicated separately on the expense form.

PROGRAM DIRECTORS/COACHES/MANAGERS EXPENSE REIMBURSEMENT

POLICY: Minnesota Hockey has a written procedure for reimbursement of expenses for those who direct Minnesota Hockey programs, coach or manage Minnesota Hockey formed teams

PROCEDURE:

Eligible Participants:

Any one who directs, coaches or manages a Minnesota Hockey program is eligible for reimbursement of allowable expense when performing duties directly associated with the program, in accordance with the procedure herein. This includes any officers and/or directors of the Minnesota Hockey Board of Directors who may also be serving as program directors, coaches and/or team managers.

Allowable Expenses:

Air Fare:	Actual cost of discounted coach fares when the program's team is also traveling by air to attending an approved competitive event.
Car rental	Actual cost for rental of an appropriately sized automobile when conducting official Minnesota Hockey business out of town, provided that a car rental is more economically feasible than using public transportation.
Mileage:	Per mile basis for use of personal vehicle to travel from one's home address to an approved competitive event and return based upon shortest distance mileage calculated from state map or from an approved computer program such as MapQuest, Rand McNally and the like. (Carpooling for such purposes is strongly recommended.)
Parking Fees:	When attending eligible events
Lodging	For individual travel, room and tax only, not to exceed \$100.00, plus applicable taxes, per night, when attending eligible events within specified distances from home.

Please note:

For all programs, seminars and the like where lodging is required for *multiple attendees* at Minnesota Hockey's expense, special group arrangements shall be made through the Minnesota Hockey business office. All attendees will be required to use this lodging.

Meals:	Based on the established per diem allowance for those meals consumed during the time away from home.
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Administrative expenses such as postage, fax, office supplies and the like will be reimbursed with the submission of valid receipts. Computer e-mail and/or network expense are not eligible for reimbursement, unless written the Vice President, Hockey Operations in advance of committing the expenditure, gives authorization. Long distance phone expense (including cell phone expenses) may be eligible for

reimbursement, provided they are accompanied by a valid receipt and supporting evidence that the expenses were used for Minnesota Hockey business.

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PROGRAM DIRECTORS/COACHES/MANAGERS EXPENSE REIMBURSEMENT (Cont.)

Ineligible Expenses:

Expenses incurred by accompanying family and/or friends, purchasing alcoholic beverages or any other refreshments not associated with a meal are not eligible for reimbursement.

Expenses incidental to lodging such as phone, movies, laundry and the like are likewise ineligible for reimbursement.

Expense Submission:

All requests for expense reimbursement shall be submitted on the official Minnesota Hockey Expense Report form, prepared and signed by the person requesting reimbursement, with required receipts attached.

Coaches and team managers will submit their expense reports to the Program Director, who will review them for eligibility, accuracy and completeness, approve them and forward them to the Financial Administrator for final review and payment.

Program Directors will submit their expense reports directly to the Financial Administrator for final review and payment.

The Vice President, Hockey Operations and the Treasurer will resolve any disputes regarding eligible expenses.

To be eligible for reimbursement, all program expenses must be submitted for payment within ninety (90) days from the date the expenses were incurred or the last day of the program, whichever occurs first.

Other Governing Policies:

Any matters related to expenses incurred by Minnesota Hockey approved program participants not specifically addressed herein shall be subject to the procedures outlined elsewhere in this Minnesota Hockey Policy No. MH-FM-07 and the Minnesota Hockey Handbook

INTERNAL MONITORING

POLICY: Minnesota Hockey has written procedure for monitoring on-going fiscal activities. Quarterly financial statements identifying various funding sources as well as an annual audit are prepared and presented to the Board of Directors.

PROCEDURE:

Financial Statement

Minnesota Hockey prepares monthly and quarterly financial statements. Quarterly financial statements are presented to the Board of Directors. All financial reports identify revenues and expenditures by program and tie them into the budget system.

FISCAL AUDITS

POLICY: Minnesota Hockey conducts a yearly audit by an independent certified public accountant. A full audit is performed following the end of the fiscal year and the certified public accountant will submit its audit report to Minnesota Hockey' Board of Directors.

PROCEDURE:

Annual Fiscal Audit:

Minnesota Hockey's Board of Directors will direct the **Finance/Budget Committee** to implement an annual fiscal audit following the end of the fiscal year. The Chair will secure the services of a certified public accountant. The certified public accountant will conduct their audit in accordance with generally accepted auditing standards. The auditor's will complete an annual audit report and submit said report to the Finance Committee of the Board. The Treasurer will present the audit to the full board.

Public Disclosure:

The Executive Director and the Treasurer will maintain a copy of the annual audit report and will make the report available to any member of Minnesota Hockey for inspection. Copies of the annual report may be submitted to any member who desires one. In addition, the Executive Director shall submit a copy of the annual audit report to USA Hockey.

Annual Filings

The Executive Director **will be responsible for** the annual filing with the State of Minnesota, Attorney general, with the required attachments. Filing of the annual IRS form 990 and form 990T (if required) will be submitted by the due date, including allowable extensions, as established by the Internal Revenue Service.

INVENTORY

POLICY: Minnesota Hockey has a written procedure for inventory acquisition and control.

PROCEDURE:

Major Equipment and Furniture Purchases:

The Executive Director maintains a fixed asset list of all major equipment, furniture purchases and other fixed assets. Copies of this list will be submitted to the Treasurer. The fixed asset system identifies the equipment, its purchase price and date of purchase and its current location. Additionally, the equipment is identified by program for which it is being used. The Treasurer or his/her designee will take an inventory of all fixed assets on or about August 31 of each year and a copy of such inventory will be included with the annual financial report to the Board of Directors

Clothing Inventory:

Clothing (jerseys, logo wear and the like) used for Minnesota Hockey programs is purchased in an appropriate quantity required for the program. Should the need arise to maintain an inventory of such clothing, the inventory shall be kept in accordance with the following procedure:

1. Any inventory of clothing that has been purchased by Minnesota Hockey for its programs is maintained in the offices of the Executive Director.
2. A physical review of inventory is conducted periodically, with an inventory done at the end of each fiscal year for year-end audit purposes

PURCHASE AND CONTRACT BIDDING

POLICY: Minnesota Hockey has written procedure that governs the purchase of its equipment and supplies as well as the development of a bidding process for major expenditures.

PROCEDURE:

Purchases:

The Executive Director is responsible for the purchasing of consumable supplies and equipment. A purchase order system is utilized and prior approval is required. Business purchases are discretionally made based on lowest cost and highest quality offered on comparative specifications.

Bidding Process:

The Executive Director, under the direction of the Treasurer, will get, open and approve bids on all major purchases of equipment and service projects (projects exceeding \$5,000, except as provided herein). Bids are needed on all major purchases. These bids will be identified in the capital budget process and will be approved by the Board of Directors.

Negotiated Services:

In certain cases, it is impractical to obtain bids for needed services such as ice rental and hiring of game officials. In such cases, a committee of not less than three (3) Minnesota Hockey officials shall negotiate the fees for these services. The Treasurer (or his/her designate) and Executive Director shall be members of this committee. These bids will be identified in the capital budget process and will be approved by the Board of Directors.

CONTRACTING FOR SERVICES

POLICY: Minnesota Hockey has written procedure for purchasing outside services to supplement existing programs and services.

PROCEDURE:

Contracts:

Minnesota Hockey develops contracts for all outside services. These contracted services are used when existing staff lacks the time or necessary qualifications to perform the required services. Minnesota Hockey purchases these services from appropriate qualified sources.

The President and Executive Director, together with the Treasurer when the signature of this office is also required, shall have sole authorization to execute all contracts in the name of the corporation.

POSITION CONTROL

POLICY: Minnesota Hockey has written procedure to regulate position control regarding position allocation, budget authorization, personnel records and payroll.

PROCEDURE:

Budget Authorization

All programs of Minnesota Hockey are identified by type of program and the person authorized to manage the program's budget.

No new employment positions or new programs requiring funding of any kind will be developed without the authorization of the Board of Directors.

Policy No. MH-FM-14 (Rev. 1)

INSURANCE

POLICY: Minnesota Hockey has written procedure regarding the provision of insurance covering its equipment, staff and Board of Directors.

PROCEDURE:

Insurance Coverage:

The Executive Director, under the direction of the Treasurer is responsible for all insurance issues. Costs are reviewed and included in the budget. Insurance coverage includes the following:

- Bonding (when required)
- Equipment, when necessary
- Worker's Compensation

Additionally, Minnesota Hockey secures Officers and Directors liability insurance.

INVESTMENTS

POLICY: Minnesota Hockey has written procedure for the investment of funds, purchase of securities and other assets.

PROCEDURE:

Investments

1. The Finance Committee of the Board of Directors will, in a prudent manner, investigate and research all investment opportunities and make recommendations to the full Board of Directors for final approval of all investments, purchase of securities and other assets. The committee will be empowered to recommend all policies and procedures in the investment, purchasing or selling of assets to the Board of Directors for final approval. This would include placing portions of Minnesota Hockey's investments with professional money managers.
2. Unless restricted by donors, these funds are unrestricted and can be utilized in the best interest of Minnesota Hockey. Minnesota Hockey's primary fiscal objectives are for the preservation and safety of its reserves. In most instances, a targeted reserve of 50% of the annual budget (less depreciation) will remain in reserves. The Finance Committee will oversee a mixed portfolio that may include:
 - Fixed income investments
 - Cash equivalencies
 - Equities investments (not to exceed 65% of investment portfolio)
3. The Minnesota Hockey Finance Committee will review its investment objectives annually and meet on an as needed basis with the designated professional money managers.

PRIVATE DONATIONS. SOLICITATIONS OF FUNDS

POLICY: Minnesota Hockey has written procedure for the solicitation and acceptance of funds, establishment of controls over all fund raising, procedures for fiscal responsibility and the right to confidentiality of a donor.

PROCEDURE:

Acceptance:

The Finance Committee will be empowered with the responsibility to accept the donation of funds on behalf of Minnesota Hockey under the policies of the Board of Directors.

Solicitation:

The **Marketing and Communications Committee** of the Board will be empowered with the responsibility of recommending to the full Board of Directors the procedures for the solicitation of funds or other assets on behalf of Minnesota Hockey.

Agreements:

Minnesota Hockey's Board of Directors will approve all written contracts or gifts that are a result of the solicitation of funds (with legal advice as deemed necessary).

Expenditure of Donation or Solicitation:

Minnesota Hockey will utilize all unrestricted monies received from a donation in the best interest of Minnesota Hockey. Minnesota Hockey will honor any restricted gift for the purpose for which it was intended.

Endowment:

All quasi-endowed funds will be deposited into Minnesota Hockey trust account and are considered unrestricted. These funds will be spent on projects deemed to be in the best interest of Minnesota Hockey. Restricted endowed gifts will be deposited into Minnesota Hockey trust account. Only interest earned from the endowment can be spent for the purpose for which it was intended.

Administrative Cost:

Minnesota Hockey will maintain reasonable cost for the administration of fund raising activity and may use professional services for fund raising events and functions, in accordance with laws and guidelines established by the Attorney General, State of Minnesota for fund raising events.

RISK MANAGEMENT

POLICY: Minnesota Hockey has written procedure that governs a broad-base risk management system.

PROCEDURE:

Risk Management Team

The responsibility for a broad-based risk management system will be under the direction of the Treasurer. The Treasurer. will delegate responsibility for various risk management duties to other administrators (as needed) for the implementation of risk management procedures. The Treasurer will report to the Board of Directors issues or concerns regarding risk management.

Insurance:

The Executive Director, under the direction of the Treasurer is responsible for all insurance issues. Insurances coverages to include program, equipment, comprehensive, and commercial insurance coverage, employee bonding (when required), malpractice, and officer and directors insurance are covered areas as well. Volunteers and interns are included in Minnesota Hockey's insurance coverage.

Program Evaluation:

The Minnesota Hockey Board of Directors is responsible for the evaluation of risk elements in all Minnesota Hockey programs. The Board, through the Finance Committee, shall routinely schedule a review of each program to evaluate the program's risk element.

CREDIT CARDS

POLICY: Minnesota Hockey has a policy for the issuance of bank credit cards and telephone usage cards to designated members.

PROCEDURE:

Bank Credit Cards:

1. Minnesota Hockey may, with the consent of its President and Treasurer, issue bank credit cards to those employees and/or members who regularly incur expenses in ordinary business activities and as a function of their Minnesota Hockey duties. When such cards are issued, their use will be limited to official Minnesota Hockey business that falls within the purview of the Minnesota Hockey approved budget.
2. Minnesota Hockey may also issue credit cards to its program managers who, in the administration of particular Minnesota Hockey program/event and within a definite period, expect to incur expenses in excess of \$250.00. Issuance of such credit cards must be approved by the Treasurer and will be issued on an "as needed" basis. Once the program/event is concluded, the credit card will be promptly returned to Minnesota Hockey.
3. All holders of Minnesota Hockey issued bank credit cards are required to execute the Minnesota Hockey Credit Card Security Agreement, attached as an appendix hereto.
6. All expenses incurred on Minnesota Hockey credit cards shall be submitted on the Minnesota Hockey approved expense form and shall include all of the pertinent data specified on that form. The expense form and the credit card receipts shall be submitted together to the Financial Administrator. In the event a required receipt is lost, a certification of the expenditure shall be submitted in the form of a written statement that defines the expense. The statement shall include:
 - a. The item purchased
 - b. The place of purchase
 - c. The date of purchase
 - d. The amount of purchase
 - e. The reason the expenditure was made.

**Minnesota Hockey
Credit Card Security Agreement**

Name:

Date:

Credit Card Account No:

The undersigned acknowledges receipt of the above referenced credit card and agrees to the following conditions:

1. The credit card, while issued in my name, is the property of Minnesota Hockey and will only be used by me when authorized to do so for that official Minnesota Hockey business for which I am responsible. In the event I incur any unauthorized expense, I agree to immediately, upon notification, to reimburse Minnesota Hockey for such expenses in full.
2. I shall not use this credit card to make cash advances for any reason.
3. In the event I use the card for any unauthorized purpose and, for whatever reason I am unable to reimburse Minnesota Hockey upon its demand for payment, I agree that Minnesota Hockey may use whatever recourse provided by law to collect the full amount of any and all unauthorized expenditures, plus required collection costs, including attorney's fees.
4. I agree that any residual benefits, such as frequent flyer miles, derived from my use of this card are the sole property of Minnesota Hockey and may not be used personally by me unless such use is specifically authorized, in writing, by the Treasurer of Minnesota Hockey.
5. I will surrender this card to Minnesota Hockey immediately upon request.

Signature Of Cardholder.

Date:

RECORDS RETENTION

POLICY: Minnesota Hockey has a policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

PROCEDURE:

1. The attached Appendix represents the initial maintenance, retention and disposal schedule for physical records of Minnesota Hockey Inc. The Secretary is the officer in charge of the administration of this policy and the implementation of processes to ensure that the Records Retention Schedule is followed. The Secretary shall also make modification to the Records and Retention Schedule from time to time to ensure that it is in compliance with federal, state and local laws, shall annually review the Schedule to ensure it fits the Organization's business needs and shall annually monitor compliance with this policy.
2. All records dealing with the business and legal affairs of the Organization shall be retained in a secure location within the Organizations business office. The Administrative Assistant will maintain the custody of files wherein these records are kept.
3. Records having retention period of 3 years or longer will be kept in electronic format.
4. Disposal of all paper records shall be made by shredding the documents.
5. All electronic mail is to be deleted from staff computers after 12 months. Any e-mail that the staff deems to be vital to the performance of their jobs should be stored in a folder on the staff member's work space for future reference.

Minnesota Hockey Records Retention Policy Appendix
Effective: June 28, 2015

Records	Retention Requirement
Audit Reports - Management Letters	Permanent
Cancelled Checks - Special contracts	3 Years
Chart of Accounts	Permanent
Deeds, mortgages, bills of sales	Permanent
Contracts - USA Hockey Affiliate Agreement; MH Affiliate Agreements	Permanent
Financial statements - year end	Permanent
Internal Policies/ Management Guidelines	Permanent
Insurance policies, current	Permanent
Board of Director's Meeting Minutes	Permanent
Tax Exemption documents (IRS Form 1023; IRS Determination Letter	Permanent
Trademark Registrations	Permanent
Screening documents	Permanent
Membership Rolls	10 years
Accident Reports	7 Years
Claims - settled	7 Years
Accounts payable ledgers	7 Years
Accounts receivable ledgers	7 Years
Cancelled checks	7 Years
Contracts/Leases - expired (including sponsorship agreements)	7 Years
General Ledgers	7 Years
Grievance Documents	7 years
Inventories	7 Years
Vendor Invoices	7 Years
Notes receivable	7 Years
Payroll Records	7 Years
Employee personnel records	7 Years
Retirement plan accounting	7 Years
Purchase orders	7 Years

Administrative Management

Membership records	7 Years
Scrap inventories/Equipment	7 Years
Annual Information Returns (IRS Form 990)	7 years
Stipend Records, including IRS Form 1099	7 years
Time cards/records	7 Years
Tournament Sanction Agreements Contracts)	7 years
Committee Meeting Minutes	7 years
Records of penalties and/or suspensions	7 years
Employee personnel records after separation	3 years
Insurance Policies - expired	Permanent
Miscellaneous internal reports - Conflict of Interest statements	3 years
Petty cash vouchers	3 years
Bank Reconciliations	3 years
Bank Statements	3 years
Duplicate deposit slips	3 years
Scholarship Grants	3 years
General correspondence pertinent to business matters	3 years
Regional Tournament Brackets	3 years
State Tournament Brackets	3 years
Fundraising records	3 years
General correspondence , other	1 year