



## **Financial Transaction Policies (04/12)**

### **Deposits**

Bank deposits being made by the WLYSA or their associated teams will forward a copy of the deposit slip to the WLYSA Treasurer. In addition to the deposit slip, copies of any associated receipts and the detailed transaction form (attached) will be included with the deposit slip. A copy of the deposit slip will also be kept in the team's deposit book.

### **Payment of Invoices and Reimbursement for Payments**

Cheques will only be issued by the Treasurer of the WLYSA if an invoice or a paid receipt for reimbursement is provided and the expense is a valid WLYSA expense. If an invoice is provided and a cheque issued, a paid receipt will be returned to the Treasurer. All invoices and receipts need to be clear as to who and what the payment is for.

### **Payment or Reimbursement of Tournament Fees**

The Treasurer of the WLYSA will pay tournament fees on behalf of an Association team provided:

- A team official has made the request by submitting a cheque requisition form or an email that contains the same information, and
- There are sufficient funds in the team account.

A person paying tournament fees on behalf of an Association team will be reimbursed provided:

- An official receipt from the tournament association is submitted, and
- There are sufficient funds in the team account.

## **Receipt of money**

Anyone giving money to the WLYSA or their associated teams will be issued a receipt from the person accepting the money on behalf of the WLYSA. The receipt will include the name of the person giving the money, the date received, the amount given, what the money is for, the form of the money (cash or cheque), the cheque number if applicable and the name of the person receiving the money. Receipts will be included with deposits slips given to the Treasurer. Receipt totals are to balance with deposit slip amounts.

WLYSA will provide all Rep and Development Team Managers with a 3-part receipt book, with receipts to be distributed as follows:

- Top copy – to Payor
- Middle copy – to Treasurer with Deposit Slip
- Bottom copy – to stay in receipt book for Team Manager's records.

## Deposit Information

Date of Deposit: \_\_\_\_\_

Cheque or Cash Amount	Cheque #	Received From	Reason for deposit

**WLYSA  
CHEQUE REQUISITION FORM**

**TEAM NAME:** \_\_\_\_\_

**AGE DIVISION:** \_\_\_\_\_

**CHEQUE PAYABLE TO:** \_\_\_\_\_

**CHEQUE AMOUNT:** \_\_\_\_\_

**EXPENSE FOR:** *(ie: tournament fees, concession supplies, uniforms etc.)*

\_\_\_\_\_

**SIGNATURES**

**TEAM MANAGER:** \_\_\_\_\_

**TEAM COACH:** \_\_\_\_\_