

Instructions for Budget Completion

You begin by entering the current season, Division (Tyke, Bantam etc.), Sub-Division (MD, White or Blue) and your Team ID (R3, W6, B5, MD4 etc). You must also enter the Head Coach's name in the Coach Name field and the coaches email address and phone number where indicated.

As this information is entered the form will automatically create a "document name" at the top of the page.

Completing the Budget details:

Revenue

Parent/Player Assessment: This needs to be any money you have collected from the parents for the team. Enter the number of players, then the amount collected from each player, it will automatically calculate the total amount that was collected for the team.

Fund Raising: You must enter the description of the event or activity and any detail to help clarify how the money was raised. Then enter the actual dollar amount received from the event or activity.

Sponsors/Donations: You must enter the description and detail of who or where the money was donated from. Then enter the actual dollar amount received from the sponsor or donator.

Expenses

Tournament Fees: You MUST enter the Tournament Name and Location and the date of the Tournament. Then the dollar amount is only the fees specifically for the tournament and not to include any outside activities related to the weekend of the tournament.

Addition Ice: This must be only ice that was rented to be used by the team, if you purchased several sessions at the same location they can be on one line item, Reason and location (eg. Practice/Kinoak). Then enter the number of sessions that were held there, and then the total dollar amount of all the sessions combined.

Additional Instruction: You will need to enter the reason and who the additional instruction was with (eg. Goalie/Ron Mays) and then the number of sessions purchased. Then enter the dollar amount for all the sessions combined.

Referees: This must be the total money spent for the season on all referees for any exhibition games that the team participated in.

Timekeepers: This must be the total money spent for the season on all timekeepers for any exhibition games that the team participated in.

Team Parties: This would include any team social event, for example Year End/Christmas/Introduction Parties and Tournament hospitality suites or food and beverages purchased for the team.

Other Expenses:

Apparel Jersey Lettering: Names or other lettering on jerseys

Apparel Team Apparel: Hoodies, tracksuits, practice Jerseys, socks, T-Shirts, Toques or any other clothing item purchased for the team.

Awards/Trophies: Player of the game awards, end of year trophies etc.

Banking Fees: This is to be any fees charged to the team bank account by the bank.

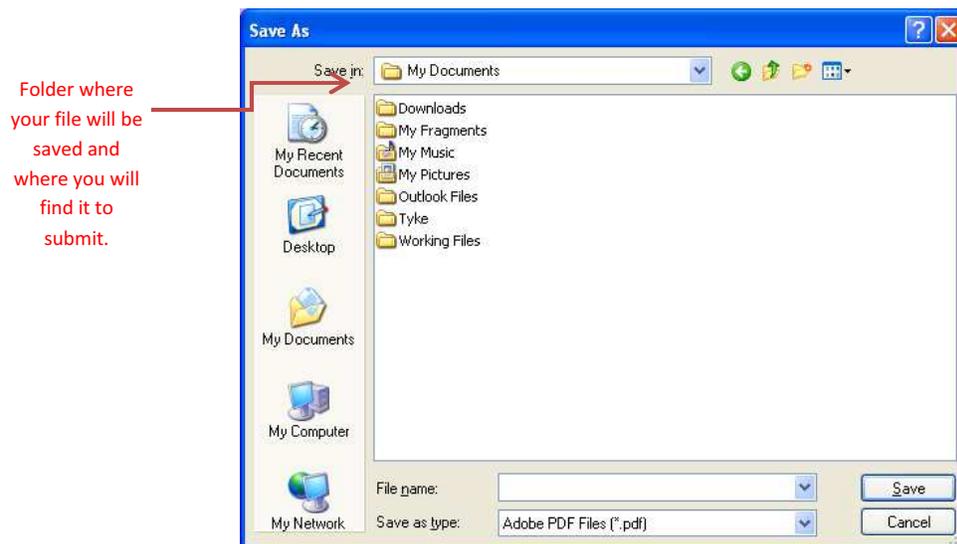
Game Sheet Labels: This is any cost associated with team labels for games sheets, it can be the cost paid to the convenor to create them or the cost of the labels themselves.

Gifts: Sponsor gifts, coach's gifts, player gifts etc.

Team Hockey Supplies: This is to include any additional items that need to be purchased for use by the team which may consist of pucks, pylons, water bottles, first aid kit etc.

MISCELLANEOUS: Any dollar amount entered in this field must be explained with detail within the comments section at the bottom of the form, budgets will be returned as not approved if there is no explanation for any amount entered within Miscellaneous.

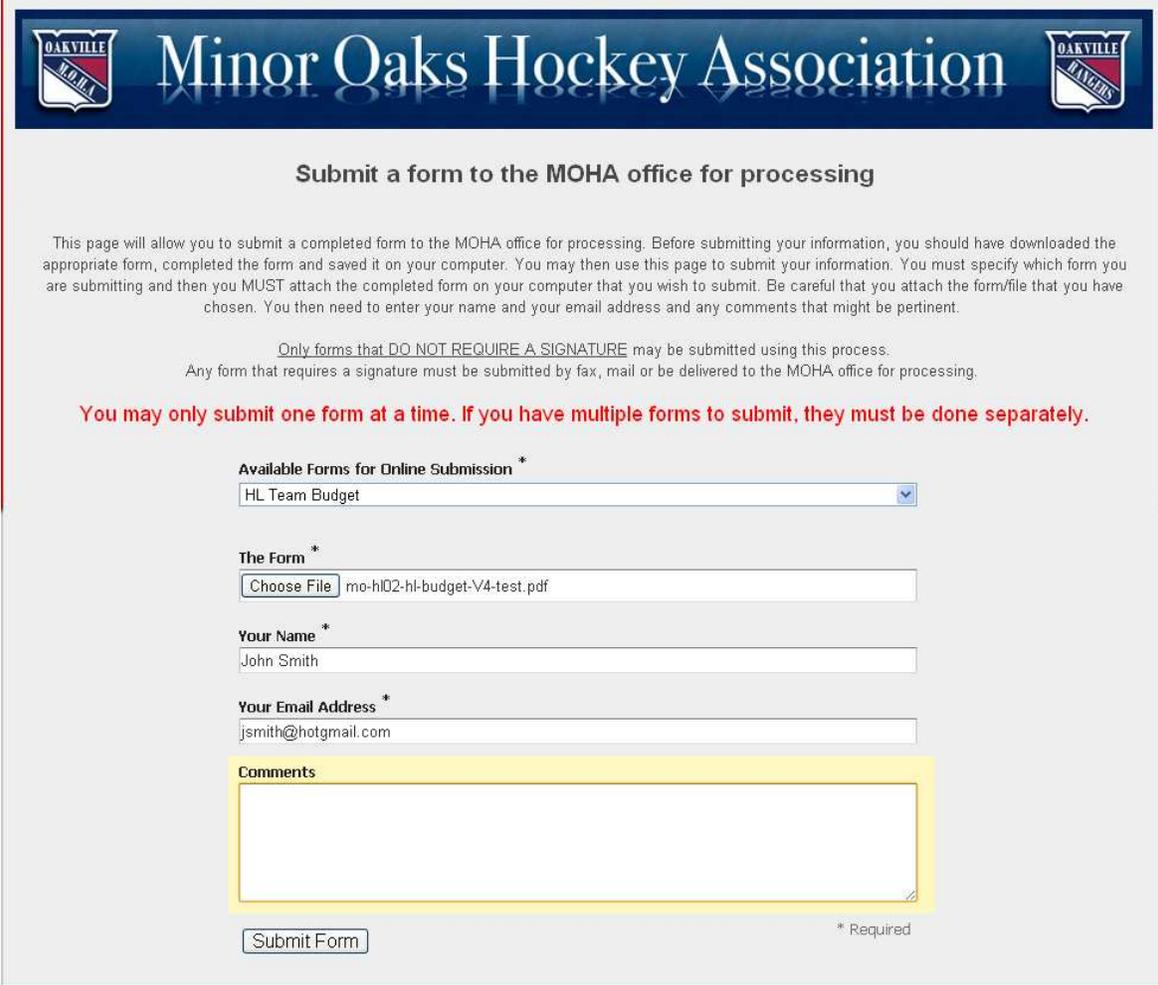
Once all the fields have been completed and your budget is balanced, go back up to the top right hand corner of the form, click on "Save this Document". A window will pop up (similar to the window below) and you will be asked to save the form to a folder on your computer. The file name should be the same as the document name found in the top left hand corner of the budget form and then be sure to remember where you saved it, then click save.



MAC USERS – The submission process may not work for MAC Users. If you experience difficulty in submitting your budget, you must save it, print it and FAX or deliver it to the office . The office will process your budget submission for you.

WINDOWS USERS – please follow the instructions below.

Once you have saved your budget document, click on the link in the top right hand corner of the form “submit@moha.on.ca” and your internet browser will open to the forms submission processing page as seen below.

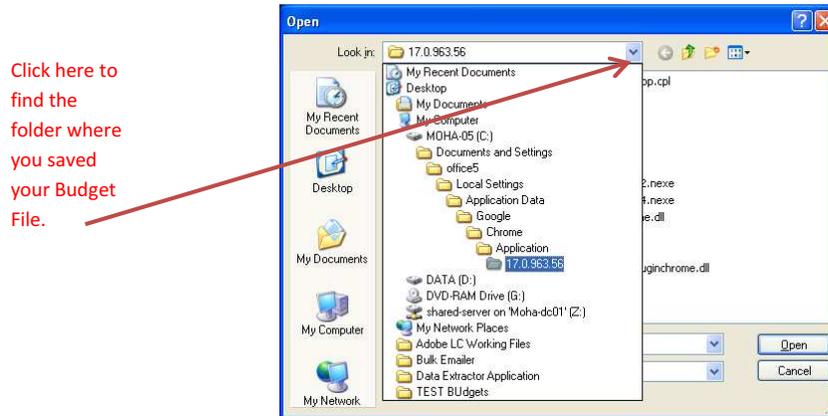


The screenshot shows a web form for the Minor Oaks Hockey Association. At the top, there is a blue header with the MOHA logo on the left and right, and the text "Minor Oaks Hockey Association" in the center. Below the header, the main heading reads "Submit a form to the MOHA office for processing".

The form contains the following sections:

- Instructions:** A paragraph explaining the submission process, including the requirement to attach the completed form and provide contact information.
- Signature Requirement:** A note stating that only forms that do not require a signature can be submitted online, while others must be submitted by fax, mail, or in person.
- Submission Rule:** A red warning: "You may only submit one form at a time. If you have multiple forms to submit, they must be done separately."
- Form Fields:**
 - Available Forms for Online Submission ***: A dropdown menu with "HL Team Budget" selected.
 - The Form ***: A file upload field with a "Choose File" button and the filename "mo-h102-hl-budget-V4-test.pdf".
 - Your Name ***: A text field containing "John Smith".
 - Your Email Address ***: A text field containing "jsmith@hotmail.com".
 - Comments**: A large, empty text area with a yellow border.
- Submit Form**: A button at the bottom left.
- * Required**: A note at the bottom right indicating that fields with an asterisk are mandatory.

From the drop down menu under “Available Forms for Online Submission”, select “HL Team Budget”. Then just below that under “The Form” field click on “Choose File”, a window will pop up (similar to the window below).



You will then have to locate and select the Budget File that you just saved with the Document Name. You may need to click on the drop down menu to find the folder where you saved it to, and then select your budget file. Then click open and your file will appear in “The Form” field. Complete “Your Name” and “Your Email Address” fields and enter any comments you may have and then click “Submit Form”, the form will be sent then to the MOHA Office through the proper process.

Thank you