

NE Region Treasurer Report

2017-18 Season – Period Ending May 31, 2018

NE Region achieved a profit of \$ \$2,141.66.08 on total income of \$ \$15,102.15. This unusual profit was achieved by a lack of unusual expenses and by not paying for MED courses this past season.

A summary of our financial activities is attached as a separate document but here are the relevant highlights/differences from previous years:

No handling of Provincials money this year – teams paid ORA directly. Thus, there is no in-out entry for Provincials in our financials this year.

No MED expenses. Although NE Region has historically paid the cost of this course from our clinic revenue, no bills (with one exception for \$75) have been received by NER. In 2016-17, total MED costs paid by the Region were \$1592.50. If anyone has paid their own MED clinic cost, please submit a bill for reimbursement to the NE Treasurer via email at jefftestfrancom@hotmail.com or by Canada Post at 611 Ursula St, North Bay, ON P1B 5L3.

We also saved some expense costs when ORA offered to split the travel expenses for 2 coaching clinics in Timmins that involved a Master Facilitator (Yvan Belanger).

A reminder to facilitators to hang onto any extra clinic materials they did not use this year so they can use them next year. Based on the billing from ORA, we ordered more officiating books than we used as shown below:

Course Offered	# of Participants Reported to NE Treasurer and Billed to Local Associations	# of Books Purchased by Region for Clinics (billed by ORA to NER)	Discrepancy
Level 1 Officiating	18	32	+14 extras
Officiating Refresher	52	65	+13 extras

Related to clinics, I wish to remind all local associations and facilitators of the billing process for all clinics held in NE Region. Local presidents, please pass this info to your coaching and officiating facilitators.

1. When holding a clinic, facilitators can order their own materials directly. ORA will send the NE Treasurer a bill for the materials and the Region will pay it.
2. At every clinic, facilitators need to take attendance. I will post the form you should use on the website under the News section (it is called Northeast Region Ringette Clinic Information Sheet). Download this form and bring a printed copy to every clinic you hold so you can collect the information necessary for the Treasurer to send out bills and pay facilitators.
3. After the clinic is complete, the facilitator must send a copy of the completed form to the Treasurer. Completed forms can be scanned and emailed to Jeff Francom at

jefftestfrancom@hotmail.com or hard copies can be mailed to Jeff Francom, 611 Ursula St, North Bay, ON P1B 5L3

4. The Treasurer will bill local associations based on this form and the facilitator will receive his/her honorarium cheque based on this form. Cheques are normally sent out within 1 week of receiving the form. Billing may take longer.

I hope we can avoid future problems with clinic billing and payment by following these steps.

I am willing to continue as Treasurer for the next 2 years, assuming the membership is also willing.

Jeff Francom
Treasurer, NE Region
2017-18 Season