

HNB FISCAL POLICY

2026-2027

The contents of this entire manual shall apply to HNB's membership for the 2026-2027 hockey season. Upon approval, amendments may only be made at the 2026 HNB Annual General Meeting.

TABLE OF CONTENTS

HNB Finance Committee Terms of Reference	3
1. Budget	4
2. Expense Claims	4
3. Fees	4
4. Financial Statements.....	6
5. Fundraisers.....	6
6. Harmonized Sales Tax.....	7
7. Invoices	7
8. Finance Committee Meetings	7
9. Purchasing	7
10. Reimbursements	7
11. Signing Authority	8
12. Trust Fund	9
13. Benefits and Allowances	9
14. Annual Registration	9
15. Per Diem Entitlement	10

APPENDICES:

HNB Expense Claim Form

Appendix A

The Hockey New Brunswick Fiscal Policy has been developed by the members of HNB Finance Committee to enhance the financial operations of the New Brunswick Amateur Hockey Association (NBAHA) Inc. This document shall make all HNB members completely aware of the manner and process in which the finances of HNB are handled.

<p>HNB CONSTITUTION By-Law 7.4 (a. through e.)</p>	<p>7.4 a. The Finance Committee shall have a minimum of 5 members, nominated by the President and approved by the Board. One member shall be an HNB Board member and one shall be a NBMHC Executive Committee member. If the Chair is a non-board member, he will become a member of the BOD. If the Chair is already a board member, no extra position on the board is required.</p> <p>b. It shall be the duty of the Finance Committee, in conjunction with all Councils, Commissions, Committees and the Executive Director, to prepare and submit a budget to the Board of Directors for its approval. The budget will be presented at the Annual General Meeting for information purposes only. The Finance Committee shall continually monitor the finances of HNB throughout the fiscal year, which ends March 31.</p> <p>c. The Finance Committee shall be empowered to make and carry out decisions that are within the approved budget. Matters that involve finances outside the approved budget shall be presented to the Board of Directors, with recommendation from the Finance Committee.</p> <p>d. A Fiscal Policy shall be submitted by the Finance Committee for approval at each Annual General Meeting. The Fiscal Policy shall address, in detail, all criteria and regulations for the financial operations of HNB. The Fiscal Policy shall be subject to revisions at HNB's Annual General Meeting only, by majority vote.</p> <p>e. The Finance Committee shall submit interim reports at each Board meeting.</p> <p>f. The Finance Committee Chair shall work closely with the Executive Director to manage the financial affairs of the Association.</p>
---	--

1. BUDGET	<p>a. Annually prior to March, HNB's Finance Committee will hold a special meeting to review the current year's revenues and expenditures and to prepare a Budget for the following hockey season. The Budget shall be submitted to HNB Board of Directors for their approval at their March meeting. The Board of Directors shall have the authority to adjust the Budget should Hockey Canada's fee structure change after the Budget has been approved.</p> <p>b. Capital Budget Guidelines</p> <p>-i. for repairs, equipment and building maintenance, the Executive Director will present recommendations to the Finance Committee. They will review and make recommendation to the Board of Directors.</p>
-----------	--

2. Expense Claims	<p>a. Member Expense Payment for Scheduled Meetings: All members are required to submit HNB Expense claim form for scheduled meetings to ensure payment.</p> <p>b. Expense claim procedures for individual travel, refer to Travel Policies (Appendix A).</p> <p>c. HNB's Finance Committee, Executive Director and Coordinator of Finance have full responsibility and authority to question any item on any expense claim form submitted. Expense claim forms not properly completed will be returned to the sender.</p> <p>d. HNB's Coordinator of Finance shall issue payment of submitted expense claims for all approved meetings within 10 days of the completion of the meeting.</p>
-------------------	--

3. Fees	The following fees have been approved by the Board of Directors for the upcoming hockey season.	
	<p>Membership Fees (Minor)</p> <p>Association / Community Club*</p> <p>League – Recreational</p> <p>League – Competitive</p> <p>League - Development</p> <p>Tournament/Jamboree – registered before September 1</p> <p>Tournament/Jamboree – registered after September 1</p>	<p>\$ 150.00</p> <p>100.00</p> <p>150.00</p> <p>200.00</p> <p>100.00</p> <p>300.00</p>

	Membership Fees (Senior)	
	League – Competitive	\$ 300.00
	Senior A team	1300.00
	Senior AAA team	1500.00
	Senior Womens	300.00

	Membership Fees (Junior)	
	League	\$ 300.00
	Junior A team	\$2000.00
	Junior B team	1150.00
	Junior C team	1000.00

	Participant fees	
	Player - minor hockey(fundraiser tickets) 10 @ \$5	\$50.00
	Coach/Bench	\$10.00

	Membership Fees (Officials)	
	Official HNB (per Level)	\$ 3.00
	Official HNB, each	4.00
	Official NBHOC (Senior) Levels I-IV	168.70
	Official NBHOC (Senior) Levels V-VI	203.70
	Official NBHOC Minor (non-player) Levels I-III	88.70
	Official NBHOC Minor (minor player only)	45.00
	Program of Excellence Officials (in addition to Membership)	75.00

	Hockey Canada Fees – ALL HNB Members	
	Assessment Fee	\$10.00
	Sport Integrity fee	\$4.50
	Hockey Canada Registry Fee	\$3.12
	Participant insurance fees	\$23.79
	HNB Risk Management Fee	\$0.50
	Premium by Member –	
	In addition, senior players are charged the additional MMD supplementary fee	
	Players – senior (face mask mandatory)	\$10.00
	Players – senior (half or no face mask)	\$40.00

	Game Fees for Officials (4 official system)	
	Senior AAA	\$500.00
	Senior A	480.00

	Junior A	480.00
	Junior B/C	380.00
	U18 AAA & High School	340.00
	SSNB Female	190.00
	U18 AAA Female	340.00
	U16 AAA	290.00
	U15 AAA	240.00
	U15 AAA Female	220.00
	U13 AAA (3 officials)	140.00

	Administration Fees (plus HST)	
	Affiliation Fees	\$100.00
	Inter-Branch Transfers (Canada)	100.00
	Inter-Branch Transfers (United States)	150.00
	Inter-Branch Transfers (IIHF)	See HC Constitution

	Clinic Fees (HST included)	
	Coach 1	\$50.00
	Coach 2	\$70.50
	Development 1, per participant	\$115.00
	Hockey Canada Online Safety Program	\$40.25
	The Shift Forward	\$25.00
	Course Conductors	\$300.00
	Development 1	
	These honorariums do not include per diems and kilometric allowance.	

	Protest Fees (plus HST)	
	Junior, Senior	\$100.00
	Appeal Fees (plus HST)	
	Minor, Female, Junior,	200.00
	Senior A	400.00
	Ombudsman Fees (plus HST)	200.00

After due communication with all HNB Councils and Commissions, criteria for increasing membership and other related fees are to be issued by HNB's Finance Committee and submitted to HNB's Board of Directors for approval or rejection.

Insurance rates shall be as set by Hockey Canada.

4. Financial Statements	HNB's Board of Directors shall review the appointment of the following year's Auditor of HNB during the month of March, with their recommendation being presented during the annual general meeting. The Auditor shall examine the financial procedures of HNB upon appointment. The Auditor shall prepare an audited financial statement each May for presentation at HNB's annual general meeting.
-------------------------	--

5. Fundraiser	HNB's annual fundraiser is recorded by way of association registration in September. Each association based on the previous season's participation is invoiced \$50.00 per player (10 tickets @ \$5.00) and the funds generated by ticket sales stays with the participant. All associations are given the opportunity to purchase extra fundraiser tickets after the initial distribution at a premium cost of \$1.00 per ticket. All fundraiser revenue generated from registration is used to conduct the fundraiser and contribute back to the overall initiative of HNB.
---------------	---

6. Harmonized Sales Tax	The Canada Revenue Agency has issued a ruling to HNB that our membership fees are not taxable. However, HNB does, from time to time, charge for services which are taxable. The services include: affiliation, annual general meeting and golf registration, appeal, clinic fees, inter-branch transfer (HNB portion). HNB may claim an Input Tax Credit on expenses incurred related to these services.
-------------------------	--

7. Invoices	All invoices will be subject to review by HNB's Finance Committee and paid on approval of the Finance Committee. The Coordinator of Finance, in consultation with the Committee Chair and the Executive Director, will prepare all documents for the monthly Finance Committee meetings. Any invoices which require clarification will be reviewed at the monthly meetings with further information, if required, being solicited by the Finance Committee Chair and/or the Coordinator of Finance. Invoices issued by HNB must be paid within 30 days of the invoice date. Outstanding accounts shall be subject to late payment charges at 2% per month.
-------------	--

8. Finance Committee Meetings	HNB's Finance Committee shall meet per HNB's calendar of commitments. The agenda will include Welcome, Previous Meeting Minutes, Balance Sheet, Profit and Loss Statement, Cheque log, Accounts Receivable, and New Business. The Finance Committee meetings shall be by conference call or in-house meetings at the discretion of the Finance Committee Chair and the Executive Director.
-------------------------------	--

9. Purchasing	Expenditures outside the budget process of any goods or supplies over \$2,500 HNB's Executive Director shall ensure that a minimum of three quotes is received. The Finance Committee will review such quotes below \$10,000 and issue a decision. For quotes in excess of \$10,000, the Finance Committee shall make recommendation to the Board for approval. The Finance Committee shall review this process annually to ensure compliance.
---------------	--

10. Reimbursements	a. HNB shall not provide any reimbursement of membership or
--------------------	---

	<p>insurance fees to active members, associations, teams, or leagues who pay membership fees and subsequently cease operation. Active being described as playing a league game.</p> <p>b. HNB shall consider reimbursement of membership and insurance fees should a player member participate in pre-season tryouts and participate in a pre-season exhibition game. Such reimbursement shall be solely dependent upon no injuries or Hockey Canada insurance claims being forthcoming from such pre-season tryouts and exhibition games.</p> <p>c. HNB will provide reimbursement of paid, but unused, insurance premiums for player and bench allocations provided Hockey Canada insurance premiums are invoiced on an "individual" rather than a "per team" basis.</p> <p>d. HNB may withhold \$100 of reimbursed membership fees to cover administration services provided.</p> <p>e. HNB shall reimburse only those overpayments which exceed \$10.</p>
--	---

<p>11. Signing Authority</p>	<p>a. HNB's Fiscal Policy dictates that there be four persons with cheque signing authority and two persons must sign each cheque as follows:</p> <ul style="list-style-type: none"> i. HNB President ii. Executive Director iii. Appointed by the Finance Committee (if not a Finance Committee member, Board approval is required) iv. Coordinator of Finance <p>b. The Executive Director or the appointed Finance Committee member <u>MUST</u> sign <u>ALL</u> cheques. The payment of all outstanding invoices is approved by the Finance Committee at their respective monthly meetings.</p> <p>c. The appointed Finance Committee member must sign all cheques in excess of \$1,500 except for monthly recurring expenses (ie. rent, Receiver General) and cheques issued to transfer monies between the operating and investment accounts.</p> <p>d. No person shall commit the Branch to agreements, licenses, contracts, leases, or other legally enforceable obligations unless authorized to do so by the Board. Where the authority is not delegated, it will be an obligation of the person that entered into the agreement, license, contract, lease, or other legally enforceable obligation and not an obligation of the Hockey New Brunswick.</p>
------------------------------	---

	<p>e. Where the authority is not delegated, and orders are placed in the name of the Hockey New Brunswick without an authorized Purchase Order or signature from Branch Signing Authorities it will be an obligation of the person placing the order and not an obligation of the Branch.</p>
--	---

12. Trust fund	HNB will establish a Trust Fund to be governed as per HNB's Trust Agreement approved by HNB's Board of Directors.
----------------	---

13. Benefits and Allowances	All benefits or allowances, such as automobile gifts and awards, insurances, loans, meals, etc. paid or given an employee or volunteer by HNB, shall be reported in accordance with Canada Revenue Agency rules and regulations.
-----------------------------	--

14. ANNUAL REGISTRATION: Invoicing and Payments	<p>All minor associations and junior teams will be initially invoiced based on the number of participants from the previous season. This will include team fees, player fees, coach / bench fees, affiliation fee, inter-branch transfer fee, insurance fees and fundraiser tickets. The fundraiser tickets will be invoiced to minor based on previous season participant numbers.</p> <p>Senior teams must pay their initial invoice, (30 players and 3 bench staff), in advance of gaining access to the HCR and adding players.</p> <p>All minor associations, junior teams and senior teams will be invoiced according to the following schedule:</p> <table border="0"> <tr> <td style="padding-right: 20px;">September – Initial Registration Invoice</td> <td>All associations, clubs and teams will be invoiced on their previous year's membership numbers.</td> </tr> <tr> <td style="padding-right: 20px;">November 30 – Due date for registration invoice</td> <td>All association, clubs and teams must ensure that all monies for all players, coaches, bench personnel and volunteers are registered and insured with HNB and paid or they may lose their competition privileges, at the discretion of the Hockey New Brunswick Board of Director's.</td> </tr> <tr> <td style="padding-right: 20px;">February 11 – Reconciliation</td> <td>The HNB office will prepare a reconciliation by association/club or team of membership numbers and membership/insurance monies</td> </tr> </table>	September – Initial Registration Invoice	All associations, clubs and teams will be invoiced on their previous year's membership numbers.	November 30 – Due date for registration invoice	All association, clubs and teams must ensure that all monies for all players, coaches, bench personnel and volunteers are registered and insured with HNB and paid or they may lose their competition privileges, at the discretion of the Hockey New Brunswick Board of Director's.	February 11 – Reconciliation	The HNB office will prepare a reconciliation by association/club or team of membership numbers and membership/insurance monies
September – Initial Registration Invoice	All associations, clubs and teams will be invoiced on their previous year's membership numbers.						
November 30 – Due date for registration invoice	All association, clubs and teams must ensure that all monies for all players, coaches, bench personnel and volunteers are registered and insured with HNB and paid or they may lose their competition privileges, at the discretion of the Hockey New Brunswick Board of Director's.						
February 11 – Reconciliation	The HNB office will prepare a reconciliation by association/club or team of membership numbers and membership/insurance monies						

	submitted and invoice or reimburse the associations/club or team for the balance outstanding / due with a deadline to submit payment on March 15.
--	---

15. PER-DIEM ENTITLEMENTS:

Compensation for the cost of meals and incidentals is based on a per-diem entitlement as indicated below.

- a. Reimbursement for meals while travelling on HNB business (whether in- or out-of-province) shall be paid at the following rates:

Meal	Travel
Breakfast	\$ 25.00
Lunch	35.00
Dinner	45.00
Incidentals	15.00
Maximum per day	\$ 120.00

**following guidelines of Hockey Canada's Policy & Procedures*

- b. These rates shall be reviewed annually by the Finance Committee during the budget process and recommendations shall be submitted to HNB's Board of Directors for approval.
- c. A traveler shall be paid a meal allowance for each breakfast, lunch and dinner when applicable, if the meal was not provided free of cost to the traveler, included in hotel fees, or as part of the transportation cost. Breakfast can be claimed if travel starts before 7 am and dinner can be claimed if travel doesn't finish by 5 pm. Employees wishing to claim less than the amounts of the per diem entitlement for meals, based on actual cost, may do so. Receipts are not required.
- d. Tip range for all entertainment expense

0-15% maximum of total bill depending on level of service (do not include HST in calculation).
- e. To claim Incidentals, traveler must qualify for at least two (2) meals per day.



EXPENSE CLAIM FORM / COMPTE DE DÉPENSES

NAME/NOM: _____

ADDRESS/ADRESSE: _____

POSTAL CODE/
CODE POSTAL _____

DATE: _____

LOCATION/ENDROIT: _____

TRAVEL / VOYAGE:				
From/de		To/à	/km @ \$.55	=
From/de		To/à	/km @ \$.55	=
ACCOMMODATION / HÉBERGEMENT				
Nights/nuit(s)		@	Hotel/Hôtel	=
MEALS/REPAS:				
Days/jour(s)	#_ Breakfast/Déjeuner @ \$25	#_ Lunch/ Dîner @ \$35	#_ Dinner/Souper @ \$45	=
OTHER/AUTRE:				
DETAIL/DÉTAILS:				=
SUB-TOTAL / TOTAL PARTIEL:				\$
CLAIM / MONTANT RÉCLAMÉ:				\$

COMMENTS/COMMENTAIRES _____

SIGNATURE: _____ DATE: _____

APPROVED BY/APPROUVÉ PAR _____ DATE: _____

EXPENSE ACCOUNT:	HST ACCOUNT:	CHEQUE: