

	GGHA POLICIES AND PROCEDURES	
	Policy #: HB.03.01	Policy Name: GGHA Financial Records
	Effective Date: September 17, 2025	Last Reviewed Date: September 17, 2025

1.0 FINANCIAL SYSTEMS

- 1.1. The GGHA will hire an external independent bookkeeper to help assist in the facilitation of their accounting system.
- 1.2. Based on the GGHA Treasurer and board recommendation, the bookkeeper duties may vary from year to year, but in the least should include:
 - Overall ownership and maintenance of the accounting system
 - Monthly bank reconciliations
 - Recording of external auditor adjusting journal entries

2.0 RECORDS

- 2.1. OWHA Membership is mandated to be collected and stored in 'RAMP InterActive Registration'.
 - A monthly reconciliation of payments and refunds issued through RAMP is to be performed by either the GGHA Treasurer or bookkeeper.
- 2.2. Tournament registration is collected and stored via the GGHA website which is operated by SportsHeadz.
- 2.3. All income and expenses recorded in the GGHA accounting system are to be supported by appropriate documentation. Invoices and receipts are attached to each accounting entry.

3.0 AUDIT

- 3.1. The GGHA will obtain an annual audit of its financial statements, regardless of its revenue amount.
- 3.2. The GGHA will appoint a public accountant by ordinary resolution at each annual meeting.
- 3.3. Audited Financial Statements are available to all members by request on our website:
 - [Audited Financial Statements Request \(Guelph Girls Hockey Association\)](#)