



Bow Valley Vehicle Raffle Fund Transfer to Vehicle Raffle Account

As per AGLC rule, Bow Valley Hockey Society must be collecting the funds from the sold BVHS Raffle Tickets weekly.

Bow Valley Hockey Society needs to be able to show receipt and accounting of these funds therefor the transfer from team accounts to the BVHS raffle account MUST happen.

Each BVHS Team who participates in the Voluntary BVHS Truck Raffle Fundraiser needs to follow the below process to ensure our account meet the AGLC guidelines.

Step 1

Collect funds from sold tickets from each team family participating.

Step 2

Raffle vehicle volunteer must complete the online form which indicates how many tickets sold and the amount of money that will be deposited. These numbers are reconciled to make sure everything matches up for each team.

Step 3

Team vehicle raffle volunteer is to give the weekly collected funds to the team treasurer.

Step 4

Team treasurer deposits funds into their team account at **Scotiabank Cranston**. Then request to do a 3rd party transfer to account #030790151416- this is BVHS Truck Raffle Account.

Step 5

Team treasurer needs to ask the bank teller to print two copies of this transaction. One copy to be kept on location at the bank in our BVHS file. The second for team records. These records will be reconciled to account for all funds.

Step 6

The team treasurer needs to work with the team vehicle raffle volunteer to complete the BVHS Truck Raffle Fund Transfer Tracking Sheet.

It is recommended to keep a printed copy of each of the transfer with the BVHS Truck Raffle Fund Transfer Tracking Sheet