



Ontario Minor Hockey Association
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MEMORANDUM

TO: OMHA Member Centres

FROM: Jennifer Robinson
Manager, Finance

DATE: December 21, 2009

SUBJECT: **2009 / 2010 Insurance Reconciliation**

Dear Centre Contact,

Enclosed is your package for completing the insurance reconciliation for the 2009/2010 season. **If someone other than you completes the reconciliation form, please make sure they receive this entire package.**

In this package you will find:

- 1) 2009/2010 Insurance & Assessment Reconciliation Form
- 2) Instruction Sheet On How To Complete the Insurance Reconciliation Form

Please note that if you have an amount in the Remittance box you are required to send payment with the completed form. Refunds will not be considered unless the form is received in our office prior to this deadline. If you are unable to meet this deadline, please contact me to make arrangements for an extension. The deadline for remittance of the form is **January 31st**.

Should you have any questions please feel free to contact me at 905-780-2173 or at jennifer.robinson@omha.net.

Sincerely,

Jennifer Robinson
Manager, Finance

Member Of:

