



2017 Team Treasurer Guidelines

I. Introduction

The purpose of this document is to explain the role of the Team Treasurer and how the Club will support you. The Club provides the teams two basic functions, it stores team funds in an account for distribution for team activities and it passes on its 501c(3) status so the teams can collect tax-deductible donations.

II. Team Treasurer

The basic job is simple bookkeeping. Teams are required to keep a positive balance. If your balance is negative, we cannot process any reimbursement or tournament requests. Here are the basic steps.

1. You should have received a team budget.
 - a. Expenses
 - i. Tournaments
 - ii. Other – coach expenses, goalie training, equipment, teamsnap, party, etc.
 - b. Income
 - i. Fundraisers
 - ii. Sponsorships – If a sponsorship is deposited, the statement will indicate which player the sponsorship is for if that information is on the sponsor form.
 - iii. Fees – I will generally post the first name that appears on the deposited check.
2. Publish a payment schedule to the team families. You need to collect enough money ahead of time to pay for tournaments and expenses.
3. Deposits: Collect fundraiser proceeds, sponsorships and team fees and turn them into the Office for deposit. **All checks should be marked with the Player's name, coach's name and team age/gender/division designation** e.g. Jenny Wong 2004 Girls Green Hulbert. The Club will post deposits weekly into the bank account. If there are a large number of checks in a deposit, please use a deposit cover sheet, it helps us make sure the correct team gets credit for the deposit. (sample will be emailed to you)
4. Keep a record of deposits so you can compare them with the monthly statements. If there is a discrepancy it is much easier to sort it out if it is recent. If you ask me to check on a deposit that is three month old or longer, it will take a little longer. This involves digging through a large stack of deposits at the office. Keep a copy of the checks you deposit and the deposit cover sheet if you turn one in.
5. Keep track of team expenditures and fundraisers, tournaments, coach expenses vs. the budget.
6. Remind families of payments due. If you have a family that is falling behind, inform the coach. If the situation continues, let me know, but the Club cannot do too much to help you collect. We can write a letter requesting payment or suspend a player from playing or practicing, but that is about it. If you wait until the end of the season to let me know there is a problem, even that leverage is gone.



2017 Team Treasurer Guidelines

III. Training Payments

Training payments are not part of the teams' accounts. Many sponsorships are going toward training payments and will not show up on your records. If however, a sponsorship is supposed to pay for team expenses (according to the parent on your team), you will need to watch for it or it may end up in training.

Most families are signed up for credit card payments to pay their **training fees**. The following is some information about these payments in case you are asked. You can refer questions to me or to the Club Registrar, Diana Gulart.

1. The fee schedule is established at the time of registration and cannot be altered.
2. The payments are automatically charged to the credit card account on the 10th of the month.
3. In order to guarantee that a sponsor check will be credited for a given month, it must be received in the office by the 1st.
4. A sponsor check credited to the players training fees and will satisfy the subsequent payments. For example, let's assume a player's fee is \$125/month. If a \$350 check is received on May 1, then the May and June payments will be covered and the August payment will be \$25.
5. If the sponsor check exceeds the player's remaining payments, the balance will be credited to the team account. Please let me know if you are waiting for a credit like this.

IV. Monthly Reports

Once a month, my goal is to send a printout of the team's deposits and expenditures for the year to date. These reports come directly from QuickBooks and are not customizable. They are in Adobe PDF format or Microsoft Excel because nearly everyone can read these documents. If you cannot, go to www.adobe.com and download the free Adobe Acrobat Reader. The transactions in the report are deposits or withdrawals from the Club's Team checking account. I try to provide enough information on each transaction so that you can tell who made the payment. If it is a sponsorship for a specific player, I will identify the player in the memo column. If I have a pending request for your team that has not been paid, it will not appear in the report.

The main usefulness of this report is that it shows your current balance according to my records. You can verify that deposits are made, that no checks were misplaced, etc. Occasionally, sponsors mail their checks directly to the Club office, so you will be able to see if these checks have been received. I wish I could summarize the deposits and expenditures by month, but I cannot. The reason I show the whole year is in case an old check is voided or something like that. This does happen if you apply to a tournament, but don't get accepted.

If your team had a balance at the end of last calendar year, that balance is rolled over at the top of the report. It will show up as a journal entry.



2017 Team Treasurer Guidelines

V. Deposit Timing

Bank deposits are usually made once each week. Usually if your deposit is in the Office by Monday, it will make it into the weekly deposit.

If your team has a pending request on hold waiting for a deposit, let me know when the deposit is in the office. If Diana confirms she has the deposit, I will issue a check even if she has not put the money in the bank.

VI. Correspondence

The best way to communicate with me is through email at secretary@castrovalleysoccer.com. If you are having trouble getting a hold of me, feel free to email Christof at compdirector@castrovalleysoccer.com or Diana at registrar@castrovalleysoccer.com.

VII. Disclaimer

Please remember, that I am a volunteer. There are approximately 30 competitive teams and depending on the time of year my Club responsibilities can take all of my volunteer time allotment. I try to be responsive, but sometimes it will take 3-4 days before I get back to you. The 'books' are kept on my computer at home and all records are kept in the Club office. I don't work at the soccer office.

Thanks for taking on the treasurer position. It is really more about communication than Math.