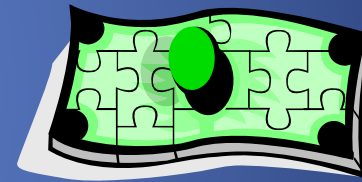
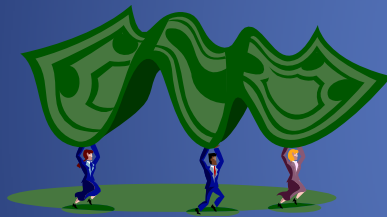




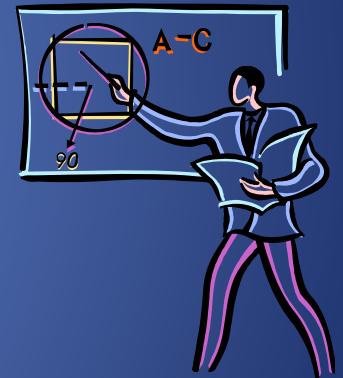
# Spirit United Soccer Club Team Treasurer Training





# Objectives

- Responsibilities of Team Treasurer
- Banking Info/Accounts
- Creating a Budget
- Approving a Budget
- Year-Round Budget Management
- Collection Problems
- Year End Reporting to Club
- Questions & Answers / Contact Information





# Responsibilities

- Prepares team draft budget.
- Establishes and maintains team bank account.
- Collects fees from families and pays team expenses.
- Maintains accurate financial accounting.
- Distributes intermittent financial reports.
- Complies with SUSC tax and financial reporting requirements.



# Bank Accounts

- Club account is at TD Bank.
- New accounts requires a notification from Club Administrator giving permission to open an account.
- Name on Account should be that of the team's name (e.g. SUSC Boys '00).
- Existing teams that have new managers/treasurers should notify Administrator to have signatory access updated provide the account #, last treasurer, and new persons to have access to the account.
- Each account should have a minimum of two people authorized to sign checks (e.g. Manager and Treasurer).



# Creating a Budget

- **Budget Principles**
  - Breakeven budget. No unexpected increase in payments later in year.
  - Front loaded budget. First two payments should be higher than remaining payments.
  - Cash flow is sufficient enough to meet teams monthly commitments.
  - Maintain a contingency for emergencies.



# Creating a Budget

- **Factors Impacting Budget Creation**
  - Length of Season
  - Number of Players on Team
  - Additional League Fees ( referee fees)
  - Number of Tournaments ( patches)
  - Coach Overnight Travel Costs
  - US Club Registration Costs
  - Alternative Field Rentals ( indoor , turf)
  - Team Equipment (cooler, bench etc)
  - Uniform/Clothing Purchases ( GK, guest players etc)



# Creating a Budget

- **Tournaments**

- Each team should consult with their coach to obtain a rough idea of the number of tournaments they will participate in throughout their season.
- DOC will present list of recommended events
- The costs of tournaments can vary significantly. General rule of thumb is to budget \$400 for each tournament for U9 to U11 teams and \$700 for each tournament for U12 to U19 teams.



# Creating a Budget

- **Coach Travel Costs**
  - Coaches are NOT reimbursed for mileage or gas ( see their tax advisor)
  - Coaches get reimbursed for Hotel costs and they receive a per diem for overnight trips.
    - Each team should work with their coaches to determine the number of tournaments that will require an overnight stay. A good rule of thumb is to budget \$100 per night for trips that will require an overnight stay.
    - Example: If your team travels to a tournament that necessitates an overnight stay on Friday and Saturday night, you would want to budget \$200 for hotel costs and \$35 for per diem costs.
  - Coaches are reimbursed for airfare if applicable





# Creating a Budget

- Once you have determined the total amount your team is estimated to spend for your season, you must create a Fee Schedule for each player on your team.

EXPENSES	June	July	August	September	October	November	December	January	February	March	April	May	TOTALS	per player
Registration, uniform													\$ -	\$ -
Referee fees				\$ 80.00	\$ 60.00	\$ 80.00							\$ 200.00	\$ 15.38
League						\$ 1,000.00		\$ 1,000.00					\$ 2,000.00	\$ 153.85
Tournaments	\$ 1,200.00			\$ 575.00				\$ -	\$ 900.00	\$ 1,200.00			\$ 3,875.00	\$ 298.08
Team Camp		\$ 1,300.00											\$ 1,300.00	\$ 100.00
Training		\$ 715.00	\$ 715.00	\$ 715.00	\$ 715.00	\$ 715.00	\$ 715.00	\$ 715.00	\$ 715.00	\$ 715.00	\$ 715.00	\$ 715.00	\$ 7,885.00	\$ 605.00
Rental						\$ 380.00	\$ 380.00	\$ 380.00	\$ 525.00	\$ 525.00			\$ 2,220.00	\$ 170.77
Patches		\$ 100.00		\$ 50.00				\$ 50.00	\$ 100.00	\$ 100.00			\$ 400.00	\$ 30.77
<b>Totals</b>	<b>\$ 1,200.00</b>	<b>\$ 2,115.00</b>	<b>\$ 715.00</b>	<b>\$ 1,420.00</b>	<b>\$ 775.00</b>	<b>\$ 2,185.00</b>	<b>\$ 1,105.00</b>	<b>\$ 2,155.00</b>	<b>\$ 2,240.00</b>	<b>\$ 2,640.00</b>	<b>\$ 715.00</b>	<b>\$ 715.00</b>	<b>\$ 17,880.00</b>	<b>\$ 1,373.85</b>
Budgeted InFlow		\$ 5,963.33		\$ -	\$ 5,963.33	\$ -		\$ 5,963.33	\$ -	\$ -	\$ -	\$ -		
Actual														
Net Balance	\$ (1,200.00)	\$ 2,638.33	\$ 1,823.33	\$ 503.33	\$ 5,681.67	\$ 3,516.87	\$ 2,411.67	\$ 8,210.00	\$ 3,870.00	\$ 1,430.00	\$ 715.00	\$ (0.00)		
Year Total (excluded uniform, registration)	\$ 17,880.00													

Year Total Per Player	\$ 1,373.85	exclude registration/uniform	Number of Players	13
Monthly Fee Per Player (11 months)	\$ 105.88	July through May	Number Paying Players	10
			Number Scholarship	3
I would propose this scenario:				
Month Fee Per Player	\$ 105.88			
Coaches Training Fee Per Player/Month	\$ 56.00			
Coaches Total Per Player/Month	\$ 715.00	This would cover ALL training fees (GK coaches, assistants, clinicians)		

**FUNDRAISING WILL REDUCE ALL COSTS.**

Tournaments	Cost	Date pay	Date played	Per Player 1 time cost	Quarterly
West Chester	\$ 600.00	8/30/2011	1st weekend aug	Spirit Registration \$ 325.00	Initial Fee \$ 325.00
Spirit United	\$ 700.00	8/28/2011	3rd weekend aug	Uniform	July \$ 457.85
fall tournament	\$ 575.00	tbd	tbd	second tshirt	October \$ 457.85
Turf@USTC		tbd	March	bag	January \$ 457.85
Nether Providence (1Day)	\$ 475.00	tbd	april ( Sat before Easter)		
Quakerstown	\$ 425.00	tbd	April	\$ 325.00	\$ 1,088.65
Red Rose Classic	\$ 500.00	tbd	May (1st Weekend)		
FC Delco Players Cup	\$ 700.00	tbd	May ( Memorial Day)		



# Approving a Budget

- No treasurer should impose a budget/fee schedule on the participating players/parents without first going over the budget with all interested stakeholders.
- Once your proposed budget is complete, and it has been presented to the team , you must submit your budget to SUSC.





# Budget Management

- Every transaction your team makes should be recorded in the appropriate section of your fiscal statement.

## SPIRIT UNITED SOCCER CLUB - 6/6/10 TEAM INCOME & EXPENSE FORM

Official Team Name: **SUSC Boys - 00 - 01**

Coach: **Mark Benson**

Treasurer: **Cindy Gaskin & Chris Cavalieri**

	DOLLARS
Beginning Bank Balance, January 1, 2009:	0
<b>INCOME - MONEY COLLECTED</b>	
1 - Spirit Registration Fees	3647.5
2 - Other Registration Fees (tournament, league, etc.)	12137.81
3 - Uniform/Warm Up Fees	1376.5
4 - Donations	
5 - Scholarships - from Spirit	
6 - Interest Income	
7 - Fundraisers*	
8 - Other Income - <i>Camp fees collected (cancelled by Spirit)</i>	550
9 - Other Income - <i>description</i>	
<b>Total Income</b>	<b>17711.81</b>
<b>EXPENSES - MONEY DISBURSED</b>	
1 - Bank Fees	15
2 - Camp Fees - REFUND (no camp was run by SPIRIT)	550
3 - Coaches Training Fees - Spirit	5940
12 - League Fees - non Spirit (ie: Region 1, Chesco)	1225
13 - Patches, Trophies, & Awards	
16 - Referee Fees	168
17 - Registration Fees - Spirit	3770
18 - Rentals - Indoor space, Lights, Turf	2125
19 - Refunds	1697.81
20 - Supplies	0
21 - Tournament Registration Fees	750
22 - Uniforms/Warm Ups	1355.5
23 - Website Expense	0
24 - Miscellaneous Expenses	0
<b>Total Expenses</b>	<b>17596.31</b>
<b>Ending Balance June 6, 2010</b>	<b>115.50</b>

\* Fundraisers must be approved by BOD.

\*\*W-9 must be completed for 1099 issue.



# Budget Management

- You should establish a folder to keep important information.
- It is recommended that you keep all receipts you receive for any transactions you make. For on-line transactions keep/print a copy of the email.
- Any banking statements received from TD Bank should also be kept.
- It is recommended that twice a year (December and June) you send your fiscal statement to the team for review. People will appreciate knowing what there money is being spent on. However, do not send your Fee Schedule Tracking document to the team, as that may contain privileged information regarding scholarship players.
- Let your team know that the team budget is available for review at anytime upon request. You want to be open with the team finances.



# Budget Management

- Monthly payments to SUSC should be submitted to the club no later than the 15<sup>th</sup> of the month.
- When submitting your payments to SUSC you must fill out and send in the voucher form that is provided by the club.
- Checks are cut on a pre-determined schedule based on what is received in club PO box.
  - Fees are paid in arrears and with invoice/receipt only
- It is recommended that you send out an email to your team at the beginning of each month reminding the parents of the amount due for that month.



# Collection Problems

- If any player falls behind (1 month in arrears) on their financial commitment to the team you should notify your team manager who will work with the club administrator to address the situation.
- There is very little recourse, other than playing time, should a player not live up to their financial commitment. As such, it is imperative you notify the appropriate individuals when a player falls behind.
- It is not the treasurer's responsibility to act as a collection agency. You should not have to constantly harass people for payments.
- Ultimately, each team is responsible for all financial commitments regardless if any individual hasn't paid their fair share.



# Year End Reporting

- In December you are required to fill out a Calendar year financial summary.
- Teams operating across calendar years will need to determine which portion of your cash deposits and cash expenditures apply to the current calendar year.
- An email providing deadlines and instructions will be sent out to teams in December.