



## Team Treasurer Duties and Information

Each team has a checking account set up by the REAL office with Key Bank. All signers for those accounts MUST fill out a Bank Authorization Signer form and information form at the REAL office and any future changes also need to be done in our office unless otherwise arranged by Real. Please email or Call Deena Hamilton to arrange an appointment as paperwork must be ordered from the bank and sent too Real. [Deenah@realcolorado.net](mailto:Deenah@realcolorado.net) or 720-360-3878 You will need to provide a readable copy of your drivers license and 2ndary ID such as a passport or credit card. If you give us a copy of your credit card, the number will be blacked out.

Because we are a non profit organization we have to keep track of all fundraising information separate from our general income and expenses. This is to maintain our non profit status. Most treasurers use the Excel spreadsheet located under competitive forms on our website called Quarterly report template; however, if you are more comfortable in quick books, quicken or just doing it by hand that is fine, use the excel spreadsheet as a guideline for what we need to see at Real.

### IMPORTANT INFORMATION ABOUT THE SPREADSHEET

- This workbook has MANY pages. Each player has a page, there is a checkbook ledger, a summary page and a team slush page.
- Everything in green is formula, NEVER enter anything into a green cell or it will affect the entire spreadsheet and put you out of balance.
- Please do not try to add player pages and link to the summary page. Instead clear out an old player account for new players.
- Each Player page has separate Fundraising and General section on their page. It is VERY important to keep these separate per our non profit status. To determine expenses, you can pay out of fundraising please read the “FUNDRAISING BOOKLET” under our competitive forms page. Think “team Expense and something they must do or have for the team”. The one thing to remember is always use fundraising money FIRST. The reason for this is if that player leaves the team and does not transfer to another soccer





team or have a sibling in soccer, you CAN NOT write them a check for anything in fundraising. It can be transferred and they have 1 year to claim the money. If after 1 year they have not asked for the money it should be used to offset a team expense.

- When entering fundraising deposits and charges GL Scrip for Example. Whoever is placing the GL Scrip order on behalf of the team will collect a check from the parent that is ordering. Let's say that a parent orders \$100 of Bath and Body works and the rebate is 7%. They will write a check to your team for \$100 which you will deposit into their FUNDRAISING section of their account. Then you will write a check too Real Colo when you pick up the Scrip order for \$94 (1% admin fee too Real and the other 6% will go to the player). This balance in their fundraising account which can be used as specified in the Fundraising booklet. You would also enter this \$100 deposit and \$94 check into your checkbook ledger to balance your account. See example in Treasurer Training document for entry
- You will enter your checks and deposits in 2 locations on the spreadsheet. First on the player page, second on the checkbook ledger. For example, you write a check for Real cup of \$825. You will split that cost amongst all of your players so if you have 15 players the cost per player would be \$55. You would charge each player \$55 either from fundraising or general whichever they have money in. You can split up the cost between the 2 sections. After you have entered the \$55 charge into each player account you will enter the check you wrote in the checkbook registrar. The same thing goes for deposits. Say you get a check for \$100 from 2 different players. You would enter the \$100 deposit into those 2 players general section and list the deposit on the checkbook ledger.
- To tell if you have entered everything or if you have an issue you can look at the far right top of the checkbook ledger page and there is a section that shows how much in player accounts and how much in your ledger. The DIFFERENCE should ALWAYS be \$0.00. If you have a difference, there something is wrong.
- The only thing you are going to enter on the SUMMARY Page is along the top you will rename the columns with your players last names and you will put your team name where indicated. Please do not use U11 etc... list your True team name, IE 98-99 Boys Red.





- You should also rename each player tab. To do this you will go down to the tab and RIGHT mouse click then do a rename. Make sure you keep them in the same order as what you have on the summary page as those all link together.
- Lastly, the team slush page. An Example of this would be if you have a player that leaves and has fundraising money. They didn't transfer and no siblings and 1 year has gone by. You can remove it from their player account and add it to the slush account. this can be used to offset any team expense such as tournaments, end of season party, coaches gift etc... You may also do fun things like "\$1 per goal. This is where you keep a jar at the game and every goal your team makes each parent puts in \$1. This would all go to slush to offset a team expense. THIS WOULD NOT GO INTO INDIVIDUAL PLAYER ACCOUNTS, and all of your parents would need to understand and agree too that. This is a FUN thing and not mandatory.

**Quarterly Reports** The bookkeeper/treasurer (the money person) will be required to submit a quarterly report of the team's finances; the reports are due on the last day of the month following the quarter end. For example: 1<sup>st</sup> quarter ends on March 31<sup>st</sup> therefore quarterly reports would be due no later than April 30<sup>th</sup>. This is the form discussed above, simply email it to [deenah@realcolorado.net](mailto:deenah@realcolorado.net). If you have any financial questions please contact Deena Hamilton at 720-360-3878 or [deenah@realcolorado.net](mailto:deenah@realcolorado.net). If you are using QuickBooks or something along those lines you will need to download into an excel spreadsheet and email. If doing it by hand you need to drop it off. There is a penalty of \$50 for late submission of reporting. Our auditors require we obtain reporting on the accounts quarterly.

Also never do anything with regard to changing your account in the teller line or without Real Colorado approval. If you need to make any changes too the account, order a debit card, order checks etc.... that must be done through the Controller, Deena Hamilton, at Real Colorado, [deenah@realcolorado.net](mailto:deenah@realcolorado.net).

Please do not Change the address too your home, the statements must come to Real Colorado.





PLEASE double check your account to make sure you are not getting bank charges. If you see bank charges, contact [deenah@realcolorado.net](mailto:deenah@realcolorado.net) immediately to get those removed.

Please do not let your players get into the red on their accounts. They must be keeping their minimum balances. If you are having trouble collecting, please notify us and we can get involved if necessary. If they aren't paying their share of expenses they don't get to play. All travel expenses must be paid prior to any travel.

Please do not close your account on your own.  
Any and ALL bank changes must be done through the Real office.

