



Training program overview for Team Treasurers Basics

1. Spreadsheet.

- a. Everything in Green is a formula. Never enter anything into a green cell
- b. It is in excel. You do not have to use this and are welcome to use any software you like as long as you can download reports that show this same basic information for me into an excel document.
- c. Each player has a page
- d. Every expense/deposit should be added not only to the corresponding player page but also to the Checkbook register.
 - i. Example. You are paying a tournament fee of \$900 and you have 16 players. Take $\$900/16$ for \$56.25. Each player would be expensed \$56.25 and you'd enter \$900 check in the checkbook register.
 - ii. Same goes for deposits. If you deposit 2 checks for \$100 each for 2 different players, you would show a deposit of \$100 on each of their player pages then list the deposit on the checkbook register (listing the last names of the players in the description so it can be tracked back)
 - iii. To confirm checkbook and player accounts balance there is a review at the far top right of the checkbook register that shows the amount \$ in player accounts and the amount in the checkbook register. The DIFFERENCE line should always be \$0
 - iv. Everything in Green is a formula. NEVER enter anything into a green cell. These are all auto calculations.
 - v. If you start to run out of room on the spreadsheet send to staff to add more lines OR start a fresh spreadsheet with beginning balances. If you choose to start fresh make sure you save the prior one on your computer and send it to Real staff for safekeeping for future reference.
- e. Always make sure you provide a detail account for each player at least 1x per month. This can be done in print or you can copy and paste their spreadsheet into an email. Be very careful not to send the entire workbook to everyone. Other parents should not know other player's balances etc....
- f. Different sections on each player page:
 - i. Fundraising is grocery, bingo, special team fundraisers etc.....
 1. A typical grocery order may look like this
 2. Mary bought \$300 in King soopers. She gives the team a personal check for \$300. A deposit is made on the checkbook ledger as well as in her player account. On the same line in the player page you will list the check written to Real for Grocery of \$285. This will leave a balance of \$15 in her player account.
 3. There is a grocery reloadable program as well, document is attached. A report and check are sent directly to your team once \$5,000 is spent. The report is listed by





card number so whomever is doing fundraising will need to track which players have what card numbers to know how to give the credit to.

4. GL Scrip program – details are attached. Please note that Real keeps a 1% fee on gross order for administration of the program and to cover shipping costs etc. Please read the information on the GL Scrip program. An entry would look like this:

	Opening Balance	\$	-		\$	-		
09/01/14	GL Scrip order		\$	100.00		\$	100.00	
09/01/14	GL Scrip order				\$	93.00	\$	7.00
09/01/14	GL Scrip order REAL ADMIN				\$	1.00	\$	6.00

- g. Make sure they understand guidelines for fundraising money – See online under competitive forms
- h. Clarify how they go about transferring money to a new team
 - i. Check with Real (Kim who will be handling collections?) to make sure player doesn't owe the club. If player's account is clear money can be transferred
 - ii. If the money is going to another real team they would simply fill out the player transfer form that can be found online and write a check to the new real team. Attach the check to the form and a detail accounting for the player and place in the new team's mailbox.
 - iii. If the child is moving to another club, once it's cleared by real, the treasurer would fill out the form and write a check to Real. Bring check and form along with a detail accounting for the player to Deena at Real for transfer. I will take care of the transfer to the new team.
- i. Team Slush This is for if there is any extra money left over, things like \$1 a goal etc... This money is to be used for TEAM ONLY and can't be attributed to any individual player.
 - i. Example – you do \$1 per goal at a game. Every parent present does a \$1 per goal. A few parents were not present. The parents that gave do not get individual credit for this. The total amount is deposited into the bank account, posted to slush and to the checkbook ledger as a \$1 per goal cash deposit. This would be used for a team party, coaches gift, towards a tourney fee, for equip.... something along those lines. If one of the parents that gave removed their child at some point thereafter, they would NOT get that money.
 - ii. Example 2 – you have a player that had \$10 grocery fundraising money. The money has been held for 1 year per Real policy and the player never requested the funds for an approved expense. This money would be moved from that player account to the slush account (expense to player, deposit to slush, no transaction on the checkbook ledger) with detailed notes of why it was transferred. This would be used for a team expense





1. Exception to this rule would be if the fundraising money was from Bingo. These funds are to be returned to Real Colorado to be placed in scholarship after the 1 year hold if they aren't claimed. Teams can't keep bingo money. Any other fundraising (ie grocery etc.. can be kept by the team if not claimed by player)
- iii. Try to use up slush by end of each season since there will be different players this way the ones that contributed will get the benefit. Best way to use is it is year-end team party
- j. **Bad debt policy** - never to let a parent go into the RED/Negative on their account. They don't pay, they don't play. We as a club will enforce this. If having trouble collecting from a parent, share the Real policy and notify coach. If coach can't help, contact Kim White at Real directly and we will follow up. If a player leaves your team and you haven't done everything in advance to collect, that team will be responsible to cover the debt. If you wait until the player is leaving the team or club we have no leverage and the team will be stuck with the costs.
- k. Maintain balances per Board policy
- l. Turn in quarterly report to Deenah@realcolorado.net at end of each quarter. \$50 penalties assessed after 30 days. Simply balance everything and email the entire spreadsheet to Deena.
- m. Give each player their detail account page at least 1x per month. Teams with a lot of activity at least 2x per month. These can be emailed, just make sure you don't email entire spreadsheet to all, no parent should see another players page. Copy and paste is your best option there

