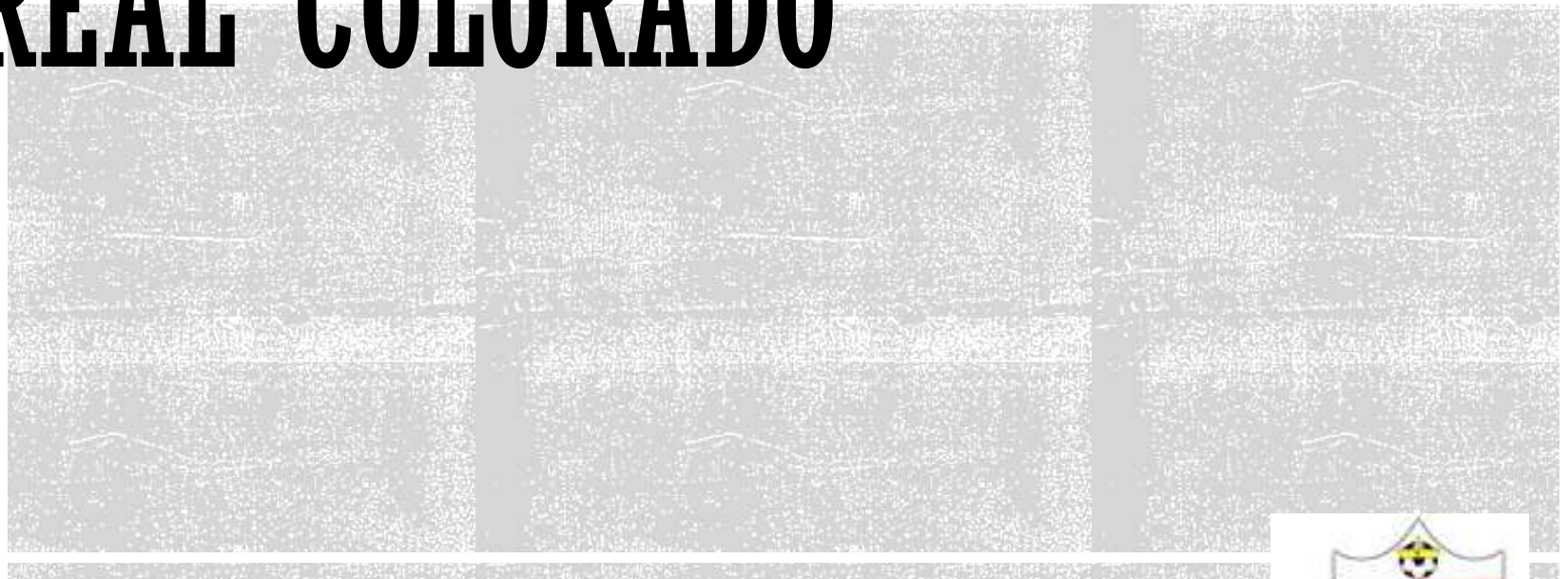


REAL COLORADO



Team Treasurer Training



THE BASICS

- Set up Checking Acct at Real Office with Key Bank
 - All Signers MUST fill out a Bank Authorization Signer Form and Info Form
 - Drivers license and 2ndary ID (passport, credit card) required
 - Front Desk can assist- office hrs Tues-Fri 10am-4pm
- Track all team/player expenses and receipts via Excel spreadsheet (under competitive forms on Real website)
 - Quick books, Quicken, or long hand also acceptable
- Send monthly (individual player) statements to parents
- Report quarterly finances of team spreadsheet via email to Real Director of Finance-Deena Hamilton
 - Due 30 days after end of quarter. Ex: 1st quarter due April 30th

GUIDING PRINCIPLES

- Real is a 501(c)(3) organization-*must comply with requirements to maintain status*
 - Must track all fundraising information
- Have mail sent to Real Office- allows for future transitions, back-up help during vacations...
 - Bank statements, King Sooper's reloads etc.
 - Will be placed in team mailbox
- Consider creating a Team email- eases transitions, keeps it less personal
 - Example: teamname@gmail.com
- Team cards are Debit- not Credit: Parents need to know that funds must be available in their accounts prior to incurring charges
- Your volunteer services are needed and appreciated
 - Apply Real policies/procedures fairly and consistently across your players
 - Use www.realcolorado.net/forms-main/competitive for forms and policies
 - Real contacts available for add'l assistance (see resource page)

BANKING DO'S & DON'TS

- Do reconcile your bank statements each month
- Do submit a quarterly report of the team's finances- the spreadsheet
 - Due 30 days after end of each quarter
 - Email to Deena- deenah@realcolorado.net
 - \$50 penalty for late submission
- Do Not make any changes to your Key banking without Real approval
 - Contact Real to order debit card, order checks etc
 - Double check your acct to make sure you do not incur any bank charges/fees. Contact Deena immediately for resolution/removal
- Do Not let your players get into the red on their accounts
 - Keep min balance of \$100 for ECNL/National/DA, \$50 for all other
 - Do involve the coach regarding payment issues
 - No pay/No play. Player cards can be removed if necessary
 - All travel expenses must be paid prior to any travel
- Do use the Debit cards assigned to the specific user name (treasurer and manager)-not for general team use
- Do Not close your account on your own- go through the Real Office

COLLECTING PAYMENTS- AVAILABLE OPTIONS

- Checks-made payable to your team, ex Real CO 05 Girls Silver
- Cash
- Credit Card-any fees incurred to be paid by parent making pymt
 - Via Square- limit \$250 per transaction
 - PayPal
 - Venmo
- Electronic fund transfer from Parent bank to Team Acct
- KeyBank does have a mobile app for depositing checks- you will incur a \$25 charge/month.

USING THE EXCEL SPREADSHEET

- Workbook can be found under the Real website- competitive/forms
- Each Player has a page, there is a checkbook ledger, summary page and team slush fund page
- Everything in Green is a formula. NEVER enter anything into a green cell- it affects the entire spreadsheet.
- Avoid adding player pages and linking to summary. Clear out an old player and change name
- Each Player page has a separate Fundraising and General section. Must track separately per our non profit status.
 - Refer to Fundraising Booklet for more details
- Adding line, copy formula
 - PC vs MAC excel
 - Split expenses- fundraising vs general

TEAM REGISTER

Always check that the balance difference is \$0. Your Team Register should match the Summary Page total amount

Ck# or Dep	Date	Description	Expense	Deposit	Running Bala	Team Expense	Per Player	Cleared				
		Account:Opened		\$0.00	\$0.00		\$0.00				Balance in Ch	\$1,515.83
dep	8/18/15	deposit		\$1,400.00	\$1,400.00		\$0.00	y	Dep-Player1,Player2,Player3		Accts=	\$1,515.83
cc	8/25/15	KingSoopers	\$5.00		\$1,395.00		\$0.00	y	ksreloads-Player1,Player2		Difference	\$0.00
dep	8/25/15	deposit		\$3,250.56	\$4,645.56		\$0.00	y	dep-Player1			
cc	9/1/15	SSRDBubble	\$165.00		\$4,480.56	y	\$10.31	y	IndoorPracticeattheBubble			
cc	9/1/15	DiiSportsRegis	\$24.00		\$4,456.56		\$0.00	y	ECNLPlayerCard-Player5			
dep	9/8/15	deposit		\$815.00	\$5,271.56		\$0.00	y	Player3,Player5			
dep	9/9/15	deposit		\$450.00	\$5,721.56		\$0.00	y	Player2			
withdraw	9/9/15	withdrawltoachesperdiem	\$120.00		\$5,601.56		\$0.00	y	ECNLSanJoseCoachperdiem			
1254	9/16/15	Coach	\$39.00		\$5,562.56		\$0.00	y	DIAparkingforECNLSanJose			
1257	9/16/15	IntegrityFundraising	\$60.00		\$5,502.56		\$0.00	y	Butterbraids			
dep	9/16/15	IntegrityFundraising		\$120.00	\$5,622.56		\$0.00	y	Butterbraids-Player1,2			
cc	9/15/15	CHEVRONSANJOSEMCA	\$16.19		\$5,606.37		\$0.00	y	ECNLSanJose			
cc	9/15/15	CHEVRONSANJOSEMCA	\$21.32		\$5,585.05		\$0.00	y	ECNLSanJose			
cc	9/15/15	CHIPOTLECUPERTINOMCA	\$41.60		\$5,543.45		\$0.00	y	ECNLSanJose			
cc	9/15/15	BEDBATH&BANTALARICA	\$43.49		\$5,499.96		\$0.00	y	ECNLSanJose			
cc	9/15/15	SAFEWAYSANJOSEMCA	\$123.01		\$5,376.95		\$0.00	y	ECNLSanJose			
cc	9/15/15	CHIPOTLECUPERTINOMCA	\$154.66		\$5,222.29		\$0.00	y	ECNLSanJose			
cc	9/15/15	SUBWAYCUPERTINOMCA	\$155.04		\$5,067.25		\$0.00	y	ECNLSanJose			
cc	9/15/15	NOODLES&COUPERTINOMCA	\$158.00		\$4,909.25		\$0.00	y	ECNLSanJose			
cc	9/15/15	SAFEWAYCUPERTINOMCA	\$261.02		\$4,648.23		\$0.00	y	ECNLSanJose			
cc	9/15/15	BJSICUPERTINOMCA	\$343.84		\$4,304.39		\$0.00	y	ECNLSanJose			
cc	9/15/15	BUDGETSANJOSEMCAUSA	\$617.08		\$3,687.31		\$0.00	y	ECNLSanJose			
cc	9/15/15	BudgetEasySavingsNYUSA	(\$30.85)		\$3,718.16		\$0.00	y	ECNLSanJose			
1259	9/15/15	KiraSchueppert	\$411.41		\$3,306.75		\$0.00	y	ECNLSanJoseVans			
cc	9/15/15	Cupertinoinn7x5289.46	\$2,026.22		\$1,280.53		\$0.00	y	ECNLSanJose			
1258	9/15/15	SharedCoachCar	\$31.70		\$1,248.83		\$0.00	y	ECNLSanJose			
1259	9/16/15	DCSAscrips	\$433.00		\$815.83		\$0.00	y	Player3			
dep	09/16/15	deposit		\$450.00	\$1,265.83		\$0.00	y	Player3-scrips			
dep	09/20/15	KSreloads		\$250.00	\$1,515.83		\$0.00		Player1,2,3			
					\$1,515.83		\$0.00					
		Bank Statement as of 9/30/15	\$1,765.83									
		minus OS checks / deposit	\$250.00									
		Adjusted bank statement	\$1,515.83									
		Ending Check book Ledger Register	\$1,515.83									
		Difference	\$0.00									

Balance your bank statements each month- include any outstanding checks to balance

SUMMARY SHEET

TEAM NAME (IE 9091) /QUARTER/YEAR	Team Treasurer:																Team Acct	Total
	Player 1	Player 2	Player 3	Player 4	Player 5	Player 6	Player 7	Player 8	Player 9	Player 10	Player 11	Player 12	Player 13	Player 14	Player 15	Player 16	Team Acct	Total
Quarterly Summary for Team																		
Opening Balance	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Opening Fundraising Balance	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Total Fundraising Receipts	\$172.00	\$48.00	\$500.00	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$20.00
Total Fundraising Disbursements	\$38.50	\$26.50	\$443.31	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$08.31
Ending Fundraising Balance	\$133.50	\$21.50	\$56.69	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$11.69
Opening General Balance	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Total General Receipts	\$250.56	\$50.00	\$1,000.00	\$200.00	\$515.00	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$0.03
Total General Disbursements	\$293.61	\$93.61	\$283.30	\$293.61	\$317.61	\$293.61	\$293.61	\$293.61	\$293.61	\$293.61	\$293.61	\$293.61	\$293.61	\$293.61	\$293.61	\$293.61	\$293.61	\$0.03
Ending General Balance	\$2,956.95	\$156.39	\$716.70	\$106.39	\$197.39	-\$293.61	-\$293.61	-\$293.61	-\$293.61	-\$293.61	-\$293.61	-\$293.61	-\$293.61	-\$293.61	-\$293.61	-\$293.61	-\$293.61	\$0.03
Total Balance In Player Account	\$2,090.45	\$277.89	\$773.39	\$106.39	\$197.39	-\$293.61	-\$293.61	-\$293.61	-\$293.61	-\$293.61	-\$293.61	-\$293.61	-\$293.61	-\$293.61	-\$293.61	-\$293.61	-\$293.61	\$0.03
Proof (Should match line 14)	\$2,090.45	\$277.89	\$773.39	\$106.39	\$197.39	-\$293.61	-\$293.61	-\$293.61	-\$293.61	-\$293.61	-\$293.61	-\$293.61	-\$293.61	-\$293.61	-\$293.61	-\$293.61	-\$293.61	\$0.03
Balance on line 14 and 15 should always match! If they don't you have a problem with your formulas on your player page.																		
Fill in information at top in red!!!!																		

- Track each Player Name and match name/cell# with individual player account sheet
- Always Match lines 14 and 15. If they don't match, check each player column for lines that don't match
- Team Acct can be used as a Slush fund and also to put extra pennies to reconcile
- Your total amount should always match your Team Register total

FUNDRAISING- REFER TO FUNDRAISING BOOKLET ON WEBSITE

Know Real's Policy- required to safeguard the non-profit status of Real CO as well as govern fundraising activities

- **GL Scripts**
 - The same gift cards you see in stores that you normally purchase to give to others
 - Each gift card has a rebate % that goes directly to your players acct
 - 1% fee charged by Real for admin and postage costs
 - Not applicable to eCards or ScriptNow- only the plastic cards
- **King Sooper's Reloadables**
- **Bingo**
- **Butterbraids**
- **Other- must be approved by Real: Jared Spires and Cindy Thomas**
 - Real logos may not be used for any fundraiser activities, without specific permission from Jared Spires
 - **Sales Tax Collection. Must collect 6.7% on any taxable items**
 - Use online tracking form and submit check to Deena at end of each quarter

USING FUNDRAISING TO PAY REAL EXPENSES

Mandatory Requirements!

- Must be a Real CO Soccer related expense
- Original receipt must be submitted to the team treasurer
- Must meet criteria below

1. Team/Tournament travel

2. Tournament Entry Fees

3. Soccer equipment (cleated or indoor turf soccer shoes, REAL COLORADO uniforms, team practice gear (not individual purchases of socks or non-uniform shorts, etc.), shin guards, REAL COLORADO warm-ups, soccer balls

4. End of season team coaches gift (not team parties, only team purchased gift, not individual purchased gift)

5. REAL COLORADO club fees (which includes CSA fees and coaching fees) 2 Last Updated 11/6/17

6. Indoor REAL COLORADO team entry fees (not individual training sessions or other club indoor training or entry fees)

7. Rented Facilities (gymnasium, bubble, etc) for team training sessions that the entire team is paying for and using

8. Team Training Camps/Clinics for which the team is paying and participating in (no individual camps/clinics)

9. Team Donation to Casino Real

KING SOOPER RELOADABLES

- Contact King Soopers Gift Card Services to Set Up your team acct
 - Collect orders from Parents for # of cards wanted (can be used by any family or friends)
 - Charge expense for card to Player Fundraising section
 - Purchase cards from KS (min amount is \$2.50/card)
 - Allocate cards to parents and track card #(s) assigned by player account
 - King Sooper provides a Buyer's Log and Statement every 4 weeks and Payout Checks- if cumulative reload amount is > \$5000
 - Cards are not transferable if player moves to another team or leaves the club
- ❖ *Ask about the scholarship program for players graduating*

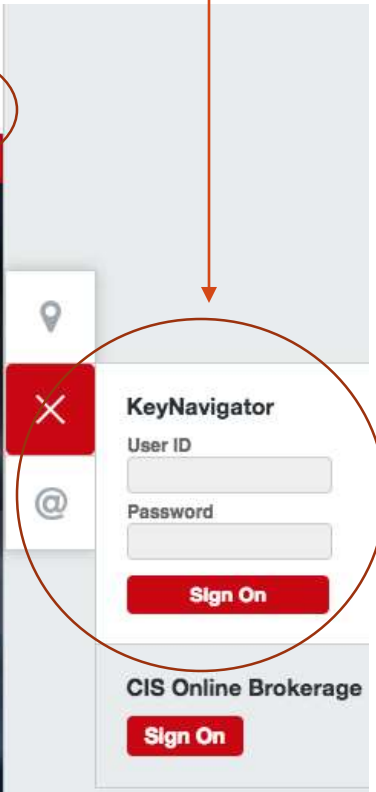
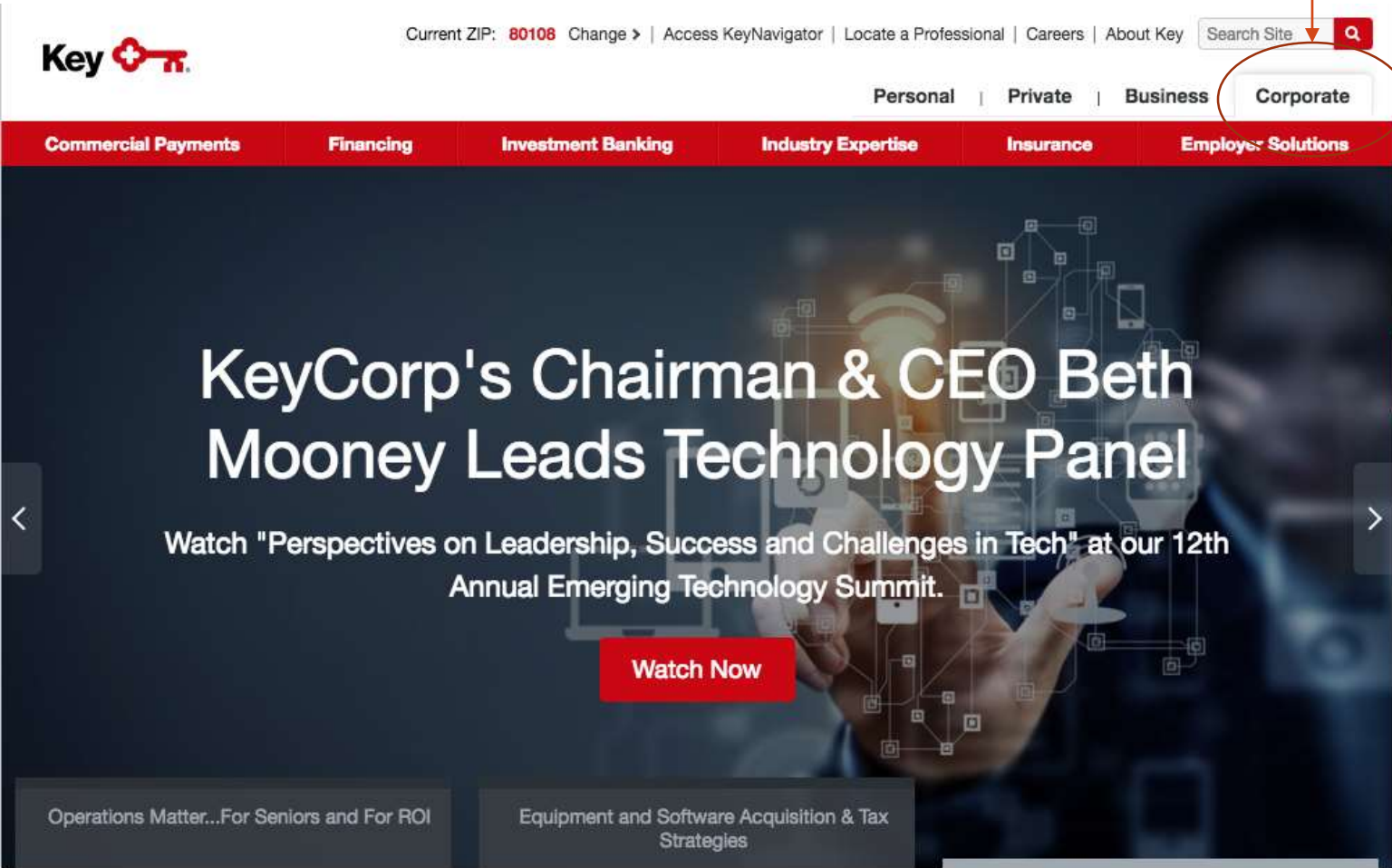
TRACKING KS RELOADS

To Place orders: 303-698-3454 cust id: 106417 Castle Pines store#91											
Name	Card#		Initial Amount 3/21/13	9-Jul	0.05	Aug	0.05	Sept	0.05	Oct	0.05
Player 1	6006490901	370-596-402	\$2.50								
Player 2		370-596-535	\$2.50			\$ 250.00	\$ 12.50	200	10	160	8
Player 2a		371-282-739	\$2.50	\$ 600.00	\$ 30.00	\$ 225.00	\$ 11.25	175	8.75	350	17.5
Player 3		370-596-527	\$2.50								
Player 3a		370-596-519	\$2.50								
Player 3b		370-596-501	\$2.50	\$ 150.00	\$ 7.50			150	7.5		
Player 3c		371-352-359	\$2.50								
Player 3d		371-352-367	\$2.50								
Player 4		370-596-493	\$2.50								
Player 5		370-596-485	\$2.50								
Player 6		370-596-477	\$2.50								
Open		370-596-469	\$2.50								
Open		370-596-451	\$2.50								
Open		370-596-444	\$2.50								
Total				\$ 750.00	\$ 37.50	\$ 475.00	\$ 23.75	\$ 525.00	\$ 26.25	\$ 510.00	\$ 25.50

Tip- Add a worksheet to the end of your player worksheets to easily track your Reloads by Player.

HOW TO ACCESS THE KTT WEBSITE

- Type Key.com in browser
- Click on Corporate tab
- Enter your Logon ID and Pswd



INFO REPORTING / STATEMENTS

- Click on Reporting & Research
- Click on Information Reporting
- Select Custom Reporting for any info/export data to excel etc.
- Find/print Bank Statements

The screenshot shows the KeyBank KeyNavigator interface. At the top, there's a navigation bar with 'Dashboard', 'Reporting & Research', and 'Payables'. The 'Reporting & Research' section is active. Below this, the 'Information Reporting' section is visible. It contains several sub-sections: 'Standard Reports', 'Corporate Banking Statement', 'Other Statements', 'My Saved Reports', 'Other Reports', and 'ACH Reports'. Red arrows point from the list items to their respective sections. A red circle highlights the 'Corporate Banking Statement' section, which includes a 'Select Account(s)' dropdown menu, a 'Statement Cutoff Date' dropdown, and 'view' and 'print' buttons. The 'My Saved Reports' section has a 'Save' button. The 'Other Reports' section lists various report types like 'Credit Sweep', 'Investments', etc., each with 'view' and 'star' buttons. The 'ACH Reports' section lists 'ACH Customer Activity Report', 'Previous Day EDI Remittance', and 'Intraday EDI Remittance', each with 'view' and 'star' buttons.

KeyNavigator | KeyBank

Message Center | Support | Administration | Logout

Dashboard | Reporting & Research | Payables

Information Reporting

Standard Reports

Previous Day	Summary	Detail	Custom
Intraday	Summary	Detail	Custom
BAI2 Previous Day File	View	Star	
BAI2 Intraday File	View	Star	
Global Account Reporting	View	Star	

Corporate Banking Statement

You may no longer need your paper statements or check images. **Save money and time. Stop paper now!** [Set Email Alerts](#) or [Learn more](#)

Use the options below to download multiple statements at once or access individually.

View Quick Tip

Select Account(s)

38-99 Gira National - 715061048987

Statement Cutoff Date

Last Month

view print view statement list

Limited to 350 statements

Other Statements

Account Analysis Statement	Star
EDI 822	Star

My Saved Reports

Did you know?

It's easy to customize standard reports and save them here for one-click access!

Just click the "Save" button from the Custom Report page, type in a name, and your saved report will be placed in this list.

View Quick Tip

Other Reports

Credit Sweep (Loan ID system)	View	Star
Investments (AG Sweep)	View	Star
Investments	View	Star
Credit Sweep	View	Star
Zero Balance Accounts	View	Star
High Order Prefix Detail	View	Star
Lookbox Detail (Legacy)	View	Star
Incoming/Outgoing Wire Activity	View	Star

ACH Reports

ACH Customer Activity Report	View	Star
Previous Day EDI Remittance	View	Star
Intraday EDI Remittance	View	Star

MONTHLY STATEMENT-EXAMPLE

ATTACH INDIVIDUAL PLAYER SPREADSHEET ONLY

Hello All – Attached are your player’s statements through x/xx/xx. Expenses for Portland were under budget partly due to a broke down van (kudos to Jane for dealing with that for ½ a day) and the subsequent credit adjustment, as well as the timing of the games that minimized food costs. Airfare costs were a little higher in addition to fewer players traveling than first calculated. Road trip to Boise is next on March 18th.

Please let me know ASAP if anyone needs any payment flexibility so that I can plan and budget accordingly.

New Charges/Adjustments

Portland Airfare Adj- \$327.51 vs \$316.25 charged
 Portland, OR expenses Adj- \$218.29 vs \$300 charged

Future Planning- Due March 11th

Boise estimated expenses- \$500 (-\$225 for the bus and \$275 for other expenses)

Fundraising- Scrips are due Tues Feb 14th. Reloadable King Sooper cards can be ordered at any time.

Your current account balance is \$ (230.44)

Amount due (includes \$100 min) Feb 11th: \$330.44

You can send checks to my address below or give to *my player* at practice. Please let me know if you have any questions, or see anything that I may have missed, or added by mistake.

Please make checks payable to: Real XX Team Name

Thanks, Your Team Treasurer
 303-xxx-xxxx cell

Mailing Address:
 Your Home or Real Office
 City, CO xxxx

Portland 1/20-22 2017 Expense Item	Cost/Player
Airfare (inc Coach + 2 Chap)	\$327.51
Hotel	\$79.04
Vans/Gas	\$66.34
Meals	\$27.89
Drinks/Snacks	\$18.17
Coach Per diem + Shared Coach Exp (hotel, car, parking)	\$26.85
Total before airfare	\$218.29
All Expenses inc airfare	\$545.80

Team Tournaments & Travel

Go to Real website for: Travel Policy/Team Communication & Finances

- All rostered players that commit to tournament at time of application are responsible for pymt
- Guest players
 - Out of Club players not responsible for tournament reg fees
 - Can use Team Acct for tracking charge/pymt or set up a new player worksheet if you expect several transactions.
 - In Club players do pay reg fees- if player already paid their original team, then do not charge again.
- All players responsible for their pro rata share of ALL tournament expenses inc. coach, chaps, hotel, food, vans, gas...
 - Rostered players that are unable to attend would not be charged
- Airfare- any player that commits at time of purchase is responsible
 - Seats may be sold to other parents, team players to allow reimbursement to original player
- Always call KeyBank to add Travel notes before travelling out of state
 - Call # on back of card, hit 0 immediately!, then 2 for biz acct (do not input card #, do not follow other prompts)
 - Verification process may include your SS#, DL#, last deposit name, billing address, where account was set-up
- Debit Cards have \$300 daily ATM and \$10,000 (or acct bal) limit and a 20 item transaction limit

Tip-good rule of thumb for estimating travel is \$100/day per player

- Excludes airfare and tournament reg fees-add those in addition
- Add \$25/day for high cost areas such as San Diego, Seattle etc

FORMS/POLICIES- WWW.REALCOLORADO.NET/FORMS-MAIN/COMPETITIVE

- **General Forms**
 - Volunteer Disclosure Form for Team Managers, Chaperones, and Coaches
 - Real Colorado Competitive Refund Form
 - Travel Policy
 - Player Code of Conduct
 - Tournament Approval Form- must be completed prior to applying to any local and out of state tournament
- **Fundraising Forms**
 - Fundraising Booklet
 - King Sooper's Reloadable Program with Real Colorado
- **Financial Forms**
 - Quarterly Report (.xls doc)
 - Treasurer Training Overview
 - Team Treasurer Duties and Info
 - Online Banking Training
 - Minimum Balance Policy
 - Financial Info for Player Transfers

YOUR RESOURCES

- Key Bank questions, Spreadsheets, Player xfrs out of Club: Deena Hamilton deenah@realcolorado.net
- Parent Pymt Issues
 - If no resolution/pymt plan, contact Real for options, pull player card: Dianne Demmel ddemmel@realcolorado.net
- Fundraising
 - King Soopers and Scripts: Beckie Blevans beckieb@realcolorado.net
 - Bingo: Meredith Edwards realbingo@comcast.net
 - Butterbraids- sales@integrityfundraising.com www.integrityfundraising.com
 - Special Events/New Opportunities: Jared Spires & Cindy Thomas jareds@realcolorado.net & cindy@realcolorado.net
- Scholarships: Niki Titus (or check with your general contact first) nikit@realcolorado.net
 - Travel Specific- Jared Spires jareds@realcolorado.net
- Tournament Requests/Approval, Real Cup, Casino Real, Game Rescheduling: Cindy Thomas cindy@realcolorado.net
- Uniforms: Soccer Stop <http://www.soccerstop.com/team-uniforms>
 - Used uniforms (graduated teams, player xfr): Dianne Demmel ddemmel@realcolorado.net
- General Contacts by Team Level/Age Group
 - ECNL/DA- Nikki Titus nikit@realcolorado.net
 - Competitive-Dianne Demmel ddemmel@realcolorado.net
 - JA- Beckie Blevans beckieb@realcolorado.net