

July 2021- Groundwork process to: Deposit, Reconcile and Allocate Funds for Fundraising Checks- Note: Bingo Checks will now come monthly! Kings Soopers come Quarterly

First-Do a mobile deposit into your GW team account- Don't forget to endorse the back of the check. Allow 2-3 days to clear the bank.

Go to: Team Banking to see that it cleared/Settled (vs Pending). Follow the next Steps to Reconcile

1) To reconcile, go to Team Banking, find the deposit that should be highlighted in light yellow signifying that it's not reconciled yet. Click on the down arrow to the far right of the deposit, click Reconcile.

2) It will bring you to your list of Players. Select the name of the Player and allocate their amount to any Open Invoice. **Note- you can only deposit funds if there are Open Invoices.** See Step 3 if not. Repeat this process for each Player that has earned \$. You'll keep going back to Team Banking, Click Reconcile and go to the next player.

3) If there are no Open Invoices for that player(s) then you have 2 options:

a) Create an Invoice called 'Fundraising' and enter the amount of the Earnings. Then allocate the funds to that Fundraising/placeholder Invoice. Put in the description that it is from April 2021 Bingo and will be used for the next available Invoice. To create an individual Invoice (vs in the Payment Schedule for all players), Go to Collections, click on the Players Name. At the bottom you'll see Add Invoice. Click to add the Invoice Description, \$ etc. Use a date in the future i.e. Dec 2021 so that you can modify it when needed.

Note- when you do have a new invoice for that Player(s), you will have to go back to Team Banking, Select the Bingo Deposit and Un-Reconcile it for that Player(s) and that Fundraising Invoice. You will then be able to free up those \$ and apply those funds to that new Open Invoice. You will then go back to the Player account (Collections, click on the Player name) and either delete the Fundraising Invoice if you used all the funds or edit the amount in the Fundraising Invoice to reduce by the \$ used for the new Invoice.

b) Simply keep the funds as unreconciled in your team banking and wait until new Invoices are available. You may want to keep a separate spreadsheet to track players with excess fundraising.

4) Funds for a Player that Moved to another team within the processing timeframe. You can move funds to any team on the GW system via the Team-to-Team Transfer. Go to Team Banking, go to the bottom of the page and click the green button TRANSFER. Scroll to the receiving team. Enter the amount to send and note the Players Name and state that it is Bingo. It is recommended that you give the receiving treasurer a heads up that the funds are coming.

5) Communication to Parents: It's helpful to notify (via text or email) the parents receiving funds (especially the larger amounts with Bingo) that the money is being deposited into their Player account- either against an open invoice or sitting in a Fundraising Invoice to be used for future expenses.

6) For parents that earn large sums- you might want to consider reimbursing the parents for Season Reg Fees, any travel or really any soccer related expenses. Parents should provide a receipt of their eligible expense (statement from GotSport, credit card receipt etc). You would then use the BillPay feature in GW. Go to Team Banking, click the green BillPay button at the bottom and set the parent up as a Payee with their name/address. Enter the amount to refund. The parent will receive a paper check within 7-10 business days. If choosing this option, you would still follow Step 3 to allocate the funds, but you would not use those against an open invoice or future open invoice.