

# Team Treasurer Handbook

## Key Role

The Team Treasurer manages each player's money with honesty and integrity and ensures that the team's funds (both team and player) are tracked and recorded accurately and in accordance with Real policies.

The Team Treasurer is a volunteer parent who is not the Team Manager (or spouse of Manager), Coach or Assistant Coach

## Basic Duties

1. Set Up Team Checking Account and/or become a signer on team bank account
  - a. New Managers and Treasurers of a U11 team OR any **new** Manager or Treasurer of a U12+ team will complete necessary forms
2. Use the [Quarterly Report Template](#) to track team and player finances. Quickbooks, Quicken, Google docs/sheets or other tracking methods acceptable
3. Provide parents with their individual player account statement monthly
  - a. Include expectations/budgeting for any future expenses
4. Turn in quarterly reports by last day of month following quarter end
5. Collect and disburse funds for team expenses such as tournaments, travel, field rental
6. Record all deposits and expenses to the team by families and other entities
7. Record all deposit and expenses that pertain to fundraising activities in the designated Fundraising section of participating player accounts
8. Reconcile team account Check Register tab with monthly bank statements
9. Handle player fund transfers
10. Maintain minimum balance (\$100 Academy/National/Athletico, \$50 all other) per [Real Minimum Balance Policy](#)
11. Work with Team Manager/Travel coordinator to provide budgeting and necessary payments
12. Alert Manager and Coach when Players are in 'the red' and escalate to Real for appropriate action when necessary
13. Retain all receipts for expenses and deposits and all other bookkeeping documents for the entirety of the team.
  - a. Transfer all bookkeeping to new treasurer and/or
  - b. Drop off at Real Office upon team graduating for archiving

## Guiding Principles

Real Colorado-dba Douglas County Soccer Association is recognized as a 501(c)(3) not-for-profit organization by the Internal Revenue Service. Teams must comply with requirements to maintain this status. As such, cash receipts and disbursements of the teams are part of our filings with the IRS and are subject to review by both internal and external auditors. Each player is responsible for their individual expenses. The Treasurer is NOT AUTHORIZED to use another player's account to pay for insufficient funds of another.

The Team assumes all liability for the debts of the players. Real is not responsible for Bad debts incurred by individual players. Guidelines for collection must be followed.

Treasurers assume fiduciary responsibility regarding the handling of money for the team and individual player accounts. The treasurer is only authorized to use team funds for team expenses.

Your volunteer services are needed and appreciated

- Apply Real policies/procedures fairly and consistently across all players
- Use [www.realcolorado.net/forms-main/competitive](http://www.realcolorado.net/forms-main/competitive) for forms and policies
- Use Real resources listed below for additional assistance

# Key Administration/Resources

1. Real CO Website – [www.realcolorado.net](http://www.realcolorado.net)
  - a. Tournament and Travel Policy
  - b. Competitive Forms
  - c. Fundraising Information
2. Team Treasurer Support, banking questions, spreadsheets- Kathleen Steffe  
[kathleens@realcolorado.net](mailto:kathleens@realcolorado.net)
3. Tournament & Casino Real Director - Cindy Thomas, [cindyt@realcolorado.net](mailto:cindyt@realcolorado.net)
4. Director of Finance – Deena Hamilton, [deenah@realcolorado.net](mailto:deenah@realcolorado.net)
5. Fundraising
  - a. King Soopers and Scrips- [kathleens@realcolorado.net](mailto:kathleens@realcolorado.net)
  - b. Bingo- Karla Hix [bingo@realcolorado.net](mailto:bingo@realcolorado.net)
  - c. Butterbraids [sales@integrityfundraising.com](mailto:sales@integrityfundraising.com) [www.integrityfundraising.com](http://www.integrityfundraising.com)
  - d. Special Events/New Opportunities- Jared Spires [jareds@realcolorado.net](mailto:jareds@realcolorado.net)
6. Scholarships -Niki Titus (or check with your general contact first) [nikit@realcolorado.net](mailto:nikit@realcolorado.net)
  - a. Travel Specific- Jared Spires [jareds@realcolorado.net](mailto:jareds@realcolorado.net)
7. Tournament Requests/Approval-Cindy Thomas [cindyt@realcolorado.net](mailto:cindyt@realcolorado.net)
8. Casino Real- Cindy Thomas [cindyt@realcolorado.net](mailto:cindyt@realcolorado.net)
9. Game Rescheduling- Cindy Thomas [cindyt@realcolorado.net](mailto:cindyt@realcolorado.net)
10. Uniforms- TBA- new process starting Fall 2020
  - a. Used uniforms (graduated players, player xfr)- Diane Demmel  
[ddemmel@realcolorado.net](mailto:ddemmel@realcolorado.net)
11. General Contacts by Team Level/Age Group
  - a. Academy- Niki Titus [nikit@realcolorado.net](mailto:nikit@realcolorado.net)
  - b. Competitive- Diane Demmel [ddemmel@realcolorado.net](mailto:ddemmel@realcolorado.net)
  - c. JA- Skye Petersen [skyep@realcolorado.net](mailto:skyep@realcolorado.net)

# Team Banking: Setting Up a New Account

1. New Managers and Treasurers of a U11 team OR any **new** Manager or Treasurer of a U12+ team, will need to get set up on your team bank account.
  - a. Contact Team Treasurer Support to obtain banking forms
  - b. All Signers MUST fill out Bank Authorization Signer Form and Info Form
  - c. Driver's license and 2ndary ID (passport, credit card) required
  - d. All documents will be sent electronically for completion
2. Allow 3-4 weeks for check book to arrive (new team accounts only)- there is no charge for your initial set.
  - a. Additional sets may be ordered through any office supply store or you can contact Real to go through Key Bank- the fee will be charged to your team account and the cost should be allocated across all team members.
2. Allow approx. 3 weeks for your team debit card
  - a. All debit cards will be mailed to the Real Office and placed in team mailbox
3. All bank correspondence will be sent to the Real office
  - a. Correspondence cannot be changed to individual address
4. Online banking will be set up within a week of receiving all required documents.
5. A User login/pswd will be emailed to you. You should have access to the following features/functionality, if not contact Real's Team Treasurer Support.
  - a. 24x7 online access
  - b. Monthly Statements- with access to previous 12 months
  - c. Previous Day Summary & Detail
  - d. Check Inquiry, Check Image and Deposit Inquiry/Image
6. When ending your role as a treasurer, contact Team Treasurer Support to remove your online banking access, and removal as a signer with the Bank.
  - a. Shred your team debit card
  - b. Transfer all bookkeeping, check book etc. to replacement treasurer or team manager to hold until a replacement is found
  - c. Send a copy of your current team spreadsheet to your team manager and Real Treasurer Support to assist with the transition.

# Banking Do's & Don'ts

1. Do reconcile your bank statements each month
  - a. Your bank statement should match your Check Register tab minus any outstanding checks/deposits
  - b. Your Check Register total should match your Player Summary Tab total at all times
2. Do submit a quarterly report for the team's finances- the Entire Workbook- not just the check register tab, or player summary need everything. A reminder email will be sent each quarter
  - a. Due 30 days after end of each quarter, i.e. 1<sup>st</sup> quarter is from Jan 1 to March 31<sup>st</sup> and is due to the Real Office by April 30<sup>th</sup>.
  - b. Email or upload to google doc form per instructions in email reminder
  - c. \$50 penalty for late submissions
  - d. Provide a copy to your Team Manager for checks and balances
3. Do Not make any changes to your Key Banking without Real Approval
4. Do double check your acct to make sure you do not incur any bank charges/fees. Some accounts show a \$5 service fee each month. But, are then issued an off-setting credit the next month. Contact Real's Team Banking for resolution/removal of any incorrect fees
5. Do let parents know that Team cards are Debit- not Credit. Funds must be available in their accounts prior to incurring charges
6. Do Not let your players get into the red on their accounts
  - a. Keep min balance of \$100 (Academy/National/Athletico) or \$50 for all other
  - b. Do involve the coach and manager regarding payment issues
  - c. **NO PAY/NO PLAY.** Player cards can be removed if necessary
    - (i) Involve Team Coach and Team Manager
    - (ii) Escalate to Real office for assistance if unable to resolve
7. All travel expenses must be paid prior to any travel
8. Do use the Debit cards assigned to the specific username (treasurer and manager)- not for general team/parent use
  - a. Travel Coordinators may obtain a debit card after completing bank signer forms

---


# Collecting & Tracking Pymts and Charges

## Overview

- Maintain a file of original receipts to support all expenses
- Record all payments/deposits in the Check Register and on the corresponding Player Account
- Collect any receipts before reimbursement is made in the event a parent has incurred any expenses for travelling, team party etc. Reimbursement may be either a deposit towards their player account or a check written from the team account.
- Reconcile all deposits and expenses with your bank statement each month.

## Process Steps

1. Download the [Quarterly Report Template](#)
2. Work with the Coach and Team Manager to establish a rough plan/budget for the season- tournaments, indoor training etc.
  - a. Agree on payment plan to start collecting fees
  - b. Travelling teams will need additional budget guidelines for planning
3. Email parents a summary of known expenses for the season and start collecting appropriate amounts for the near term. See sample email
  - a. Include the \$100 or \$50 minimum
  - b. Include a deadline for receipt
4. Deposit all monies received either directly from families or from fundraising activities. The amount allocated to each player should be recorded in both the Check Register and the applicable Player Account tab. Acceptable Payments inc:
  - a. Checks- made payable to your team, ex Real CO 2005 Girls Silver
  - b. Cash
  - c. Credit Card- any fees incurred must be charged and paid by parent making payment
    - i. Via Square-may have dollar limit per transaction
    - ii. PayPal
    - iii. Venmo
  - d. Electronic Fund Transfer from Parent Bank to Team Acct
  - e. Key Bank does have a mobile app; however, as a Business & Institution account, your team will incur a \$25 charge/month for that feature
5. Email Individual Player Accounts to families each month showing the ongoing balance
  - a. Teams with frequent travel may communicate more often
6. Communicate consistently with clear expectations of future expenses to help with collection efforts

- 
7. Keep on top of delinquent accounts
    - a. If funds are not received within the requested deadline, notify that player's parent that funds be submitted within ONE week.
    - b. If a deposit or an arrangement is not made for a payment plan, inform both Coach and Team Mgr.
    - c. Notify parent that the player's card will be held, and the player will not be allowed to play in games, tournament etc. Contact your Real Competitive Contact for assistance with this action.
    - d. Important Note- any unpaid balance when a delinquent player departs the team will revert to the team account and must be spread across all remaining players

# Fundraising

## Overview

Review [Real's Fundraising Booklet](#) to safeguard the non-profit status of Real CO as well as govern fundraising activities. Club and Team Fundraising are allowed to offset team expenses. Approved Fundraising should be offered to all players on the team; however, players are not required to participate. All funds raised through team fundraising must be run through the team account and used to pay for allowable soccer expenses. Funds raised through club fundraising programs are credited at the team level and on a tax-free basis. This includes the offerings below. Money cannot be paid directly to families. You may reallocate expenses from the General account and use funds available from Fundraising within 90 days of the expense being incurred.

1. GL Scrips- [www.shopwithscrip.com](http://www.shopwithscrip.com)
  - a. Purchase gift cards with a rebate % that goes directly to your players account
  - b. Teams may sign up for Presto Pay for automatic payments from their team accounts or write a check to Real prior to receiving any cards.
2. [King Soopers Rebates- click to see complete program details](#)
  - a. King Soopers rewards require each team to have a unique Account Identifier
  - b. Parents enroll in community rewards program and enter the Team Account ID
  - c. Each quarter an email statement is sent to the team coordinator at the realcolorado.net email address that includes # of participants and total dollar amount
    - i. Parents must send a screen shot of their rewards
    - ii. Treasurer allocates amount in the Fundraising section of the Player account as a deposit.
    - iii. Unclaimed rewards are deposited into the Team slush/team account tab.
3. Bingo-
  - a. Offers members the opportunity to work at the bingo hall
  - b. Bingo checks are cut each quarter and will be placed in team boxes.
    - i. Allocate funds as a deposit in the player Fundraising section
  - c. All funds should be kept in the team account and used to pay for, reimburse families for allowable soccer expenses listed below.
  - d. Email [bingo@realcolorado.net](mailto:bingo@realcolorado.net) to sign up or get more information
4. Butterbraids- Flyers usually come to the office during Winter and Spring holiday, or directly contact [sales@integrityfundraising.com](mailto:sales@integrityfundraising.com)
5. Other-must be approved by Real- Jared Spires and Cindy Thomas
  - a. Real logos may not be used for any fundraiser activities without specific permission from Real
6. Sales Tax Collection- must collect 6.7% on any taxable items
  - a. Use [online tracking form](#) and submit check to Real at end of each quarter



# Allowable Soccer Expenses for Fundraising

## Mandatory Requirements!

- Must be a Real CO Soccer related expense
- Original receipt must be submitted to team treasurer
- Must meet criteria below
  - 1) Team/Tournament Travel
  - 2) Tournament Entry Fees
  - 3) Soccer equipment (cleated or indoor turf soccer shoes, Real CO uniforms, team practice gear (not individual purchases of socks or non-uniform shorts etc), shin guards, REAL CO warm-ups, soccer balls
  - 4) End of season team coaches' gift (not team parties, only team purchased gift)
  - 5) Real CO club fees- Team treasurer would write a check to Real and deduct the expense from the applicable player acct.
  - 6) Indoor Real CO team entry fees (not individual training sessions or other club indoor training or entry fees)
  - 7) Rented Facilities (gymnasium, bubble etc) for team training session 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 Donations to Casino Real

# Team Tournament & Travel

1. Review Real [Travel Policy](#) for complete information
2. All Rostered players that commit to a tournament at time of application are responsible for payment
  - a. All players are responsible for their pro rata share of ALL tournament expenses including coach, chaps, hotel, food, vans, gas etc.
  - b. Rostered players that are unable to attend would not be charged
3. Coach/Chaperone Travel
  - a. Expenses related to coach and chaperone should be divided among all travelling players
  - b. Plane tickets, rental cars, hotel and meals should be paid through the team account
  - c. The team is responsible for the transportation costs of the coach if the coach uses his/her own vehicle for travel to tournaments in excess of 90 miles from the Real CO office one way.
  - d. The coach per diem is \$50 per day and should be provided to the coach prior to departure for the tournament with a team check or cash
4. Guest Players
  - a. Out of Club guest players are usually not responsible for the tournament registration fee
  - b. Guest Players are responsible for all fees associated the tournament including airfare, hotel, coaches' expenses, meals, transportation.
5. Airfare- any player that commits at time of purchase is responsible
  - a. Seats may be sold to other parents, team players to allow for reimbursement to original player not attending
6. Always call KeyBank to add Travel notes to your account/debit cards before travelling out of state
  - a. Call# on the back of card, hit 0 immediately! (do no input card#, do not follow other prompts)
  - b. Verification process may include you SS#, DL#, last deposit made, billing address, where account was set up
7. Debit Cards have a \$300 daily ATM limit and \$10,000 (or acct balance) limit and a 20 item/day transaction limit.
8. **Tip- Estimate travel using \$100/day per player**
  - a. Excludes airfare and tournament reg fees-add those in addition
  - b. Add \$25/day for high cost areas such as San Diego, Seattle etc.

---

## Financial Assistance

Real CO has a scholarship program to help players in financial need. Treasurers or Managers should direct parents to Real's Scholarship contact on the Key Administration page to determine if eligible and complete necessary paperwork.

## Refunds/Paying out Balances

1. For Players leaving the club, first check with your Real Competitive Contact to ensure no fees are due to the club
2. Any amounts paid directly by families (the General Fund section) should be paid back
  - a. For players changing teams with Real- funds can either be paid directly to the parent or write a check to the new team.
3. Amounts related to team fundraising should be paid out based on any receipts for eligible fundraising items and/or re-allocated to eligible expenses in the General Fund if within 90 days of the fundraising \$ earned/received.
4. Any amounts related to fundraising that cannot be reimbursed will be transferred to Real to be used for the Scholarship program. Treasurers should record those funds in the Slush/Team account tab
  - a. Excess Fundraising dollars may be transferred to another sibling playing for Real
  - b. Excess Fundraising dollars may be transferred to another non-for-profit organization.
    - i. Complete [Financial Info Player Transfer form](#).
    - ii. Treasurers complete form and write the check to Real. Real will then write a check directly to the new club and forward with documentation
5. Upon a team graduating, refund all monies to each player in the General fund – make sure to reallocate any eligible expenses to use any remaining Fundraising dollars
  - a. Record any remaining funds that cannot be reimbursed to players in the Team/Slush Account. Real will transfer those funds to the Scholarship program and close the team account with the Bank
  - b. Provide parents participating in King Soopers Community Rewards with the option to change their Organization Identifier to RP456 to contribute all future rewards to the Real Scholarship program to assist families with financial needs
  - c. Bring all bookkeeping, checks etc. to the Real office for archiving
    - i. Shred all debit cards or bring to the office to shred

## Using the Spreadsheet

- 1) Start with blank [Quarterly Report Template](#)
- 2) Each Player has a tab in addition to the Checkbook Register, Summary Page (roll up of all Players tabs) and a Team/Slush Fund tab.
  - a) Your Checkbook Register should balance with your monthly Bank Statement each month (minus any outstanding checks/deposits)
  - b) Your Player Summary tab should ALWAYS match your Check Register balance
    - i) If you have pending charges, use the Slush/Team tab as a placeholder to balance
  - c) Uses the Slush/Team tab to reconcile any over/under pennies to reconcile
- 3) Everything in Green is a formula. NEVER enter anything into a green cell- it will affect the entire spreadsheet.
- 4) Avoid adding player pages and linking to summary. Instead, clear out an old player and change the name.
- 5) Each Player tab has a separate Fundraising and General section.
  - a) Must track separately per out non-profit status-refer to [Fundraising Booklet](#) for more details
    - i) Always use any available Fundraising dollars first prior to using the General fund.
    - ii) If you have an expense eligible to use Fundraising dollars but the amount is more than available, you may 'split' the expense between Fundraising and General.
    - iii) You may re-allocate funds from General to Fundraising within 90 days
- 6) Travel Expenses- create one line item per player for each date range of expenses.
  - a) There is no need to detail every meal, hotel night etc on player account tab, but consider a separate line item to correspond with the team expense date for:
    - i) Tournament Registration
    - ii) Airfare
    - iii) Total Remaining expenses (hotel, food, vans, chaperone, coach etc)
      - (1) Record an Estimate for Travel prior to event. Then either change amount when Final or create a new line item to show both the Estimate and the Final
      - (2) Provide more details (summarized by broad category- hotel, vans, meals, etc) when sending out monthly player statements- see sample email below
- 7) [Sample Spreadsheet- TBA](#)

# Team Snap

Team Snap Overview. Real CO has purchased a license for TeamSnap for all our Real CO competitive teams; a Premium Account version, which includes the following items. FREE TO ALL REAL CO TEAMS! Team Managers will set up team accounts. Treasures may use for communicating, invoicing and uploading player monthly statements.

1. Roster up to 40 members
2. 2gb storage for files and photos
3. Ability for players to mark their availability
4. Invoicing and uploading spreadsheets/files (coming soon) -allows you to link your bank account and to invoice/collect money directly through the app.
5. Reminders
6. Lineups
7. Stats
8. Support
9. Schedules
10. TeamSnap Live
11. Messages
12. Team Chat
13. Assignments

# Sample Email- Parent Monthly Statement

Hello All – Attached are your player’s statements through x/xx/xx. Expenses for Portland were under budget partly due to 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 18<sup>th</sup>.

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- Scripts are due Wed x/x.

**Your current account balance is \$ (230.44)      Amount due (includes \$100 min)**

**Due Feb 11th: \$330.44**

You can send checks (Venmo/PayPal) 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

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

## Forms/Policies

- Go to [www.realcolorado.net/forms-main/competitive](http://www.realcolorado.net/forms-main/competitive) for all forms listed below
- 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)
  - Team Treasurer Handbook
  - Minimum Balance Policy
  - Financial Info for Player Transfers
- Real Contacts available for additional assistance (see Key Administration/Resource section on page 3)