

# 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 Banking Account: You will receive an Invite from our financial management system Groundwork (GW) and realadmin@realcolorado.net
2. Provide parents with expectations/budgeting for any expenses.
3. Using Groundwork, collect and disburse funds for team expenses such as tournaments, travel, field rental.
  - a. Collect by linking parents checking account via ACH or card.
  - b. Pay for expenses using a team debit card assigned to you or use the Groundwork online BillPay when a vendor does not accept cards.
4. Track all deposits and expenses to the team by families and other entities in Groundwork.
  - a. Do Not use a personal Venmo/PayPal account to collect or pay funds- some vendors accept payment via Venmo/PayPal. Signers should use the team debit card for those transactions.
5. Record all deposit and expenses that pertain to fundraising activities in the notes section of your deposits.
6. Reconcile team account with monthly bank statement online in Groundwork.
7. Manage Player movement. Transfers funds to new team within Groundwork via the Team-to-Team Transfer feature or refund (BillPay) players moving out of club.
8. Maintain minimum balance (\$100 Academy/National/Athletico, \$50 all other) per [Real Minimum Balance Policy](#)
9. Work with Team Manager/Travel coordinator to provide budgeting and necessary payments information.
10. Alert Manager and Coach when Players are in 'the red' and escalate to Real for appropriate action when necessary.
11. 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, using Groundwork (GW), banking questions, - Amber Smith [ambers@realcolorado.net](mailto:ambers@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, FlipGive-[ambers@realcolorado.net](mailto:ambers@realcolorado.net)
  - b. Bingo- Heather Todd [bing@realcolorado.net](mailto:bing@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- [www.soccer.com](http://www.soccer.com) Email competitive registrar to be set up as team administrator.
  - 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. Contact Team Treasurer Support to obtain Invite for the Groundworks system
  - a. All Signers MUST complete secure online process to be verified.
  - b. Enter your SSN#, address and upload the front/back of your driver's license.
  - c. Allow 2-3 days to be Verified in the System.
  - d. Real will order a debit card once the signer is verified by Groundwork banking partner.
2. Create a login/password for your account.
3. Allow approx. 2 weeks for your team debit card.
  - a. All debit cards will be mailed to the Real Office and placed in team mailbox or mailed directly to you.
  - b. To activate your card, go to: [ground.work/activate](https://ground.work/activate)
  - c. Your card's Billing Zip is the Real Office- 80112
  - d. Cards have a \$2000/day spending limit and \$500 per day ATM withdrawal.
    - i. To withdraw cash with NO fees- find your local Allpoint ATM to access over 80,000 ATMs. <https://www.allpointnetwork.com/locator.html>
  - e. For Travel teams, you may request a \$10k limit for the dates of your trip by using the Chat widget on GW or sending an email to [support@groundwork.com](mailto:support@groundwork.com)
    - i. Note, the increased limit will only be available for the travel dates requested.
4. All bank correspondence will be sent to the Real office.
  - f. Correspondence cannot be changed to individual address.
  - g. Real will scan and email any notices pertaining to your account.
5. When ending your role as a treasurer, contact Team Treasurer Support to remove your online banking access.
  - h. Shred your team debit card.
  - i. Transfer all bookkeeping to your replacement treasurer or team manager to hold until a replacement is found.
6. Use Groundwork Treasurer Training on the Real website Forms/Forms-Main/Competitive/Financial Forms for how-to's on:
  - a. Adding New Players
  - b. Mobile Deposits
  - c. Reconciling Deposits to Player Accounts
  - d. Creating Payment Schedules to Invoice parents
  - e. Creating Budgets and Expenses
  - f. Deposit, Reconcile and Allocate Funds for King Soopers or Bingo
  - g. End of Season Wrap Up & Player Movement

## Banking Do's & Don'ts

1. Do reconcile your bank statements each month.
  - a. Reconcile any transactions settled but not reconciled to your expense budget.
2. Do let parents know that Team cards are Debit- not Credit. Funds must be available in their accounts prior to incurring charges.
3. 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.
4. All travel expenses must be paid prior to any travel.
5. Do use the Debit cards assigned to the specific username (treasurer and manager)- not for general team/parent use.

# Collecting & Tracking Pymts and Charges

## Overview

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

## Process Steps

1. 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 may need additional budget guidelines for planning.
2. Email parents a summary of known expenses for the season and start collecting appropriate amounts for the near term.
3. Deposit all monies received either directly from families or from fundraising activities.
4. Communicate consistently with clear expectations of future expenses to help with collection efforts.
5. 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 6 months of the expense being incurred.

1. [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 funds to player's Open Invoices (that are soccer related expenses).
    - iii. Unclaimed rewards can be deposited into the Team slush account.
2. Bingo-
  - a. Offers members the opportunity to work at the bingo hall.
  - b. Bingo checks are cut each month and will be placed in team boxes.
    - i. Allocate funds as a deposit against any open invoices. If funds exceed available expense, you can create a place holder Invoice on the Player account for excess funds. See how to use Groundworks for Fundraising.
  - c. Email [bingo@realcolorado.net](mailto:bingo@realcolorado.net) to sign up or get more information.
3. FlipGive- A 3rd party shopping app that gives you a percentage back on select purchases. Go to: [flipgive.com](http://flipgive.com) to learn more.
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. Use the IRS mileage rate for the current year.
  - 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/BillPay or cash.
4. Guest Players
  - a. Out of Club guest players are usually not responsible for the tournament registration fee. Check with your coach on any expectations set.
  - 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. Debit Cards have a \$500 daily ATM limit and \$2,000 (or acct balance) limits. Use the GW chat widget to request an increase of up to \$10,000 for travel teams.
7. **Tip- Estimate travel using \$125/day per player.**
  - a. Excludes airfare and tournament reg fees-add those in addition.
  - b. Add an additional \$25/day for high-cost areas such as San Diego, Seattle etc.

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## 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 excess amounts paid directly by families should be refunded.
  - a. For players changing teams within Real- funds can be transferred via the Team-to-Team Transfer within GW.
  - b. See Groundwork Training on options to refund players leaving Club.
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 (open Invoices) if within 6 months 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.
  - 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 transfer the funds 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.
  - 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 to the Real office for archiving.
    - i. Shred all debit cards or bring to the office to shred.

# Forms/Policies

- Go to [www.realcolorado.net/forms-main/competitive](http://www.realcolorado.net/forms-main/competitive) for all forms listed below.

## **General Forms:**

- Real Colorado Competitive Refund Form

## **Tournament Forms:**

- Fall 2021 CO Soccer Assn. Sanctioned Tournaments
- Tournament Request Form
- Tournament/Travel Policy
  - Player Code of Conduct
  - Team Tournament Travel Coordinator Role

## **League Game Rescheduling:**

- Game Rescheduling General Information
- Real CO League Game Reschedule Form
- Spring '21 Game Rescheduling FAQ's

## **Fundraising Forms:**

- Real CO Fundraising Opportunities
- King Soopers Fundraising

## **Financial Forms:**

- GW Video Tutorial
- Groundwork Treasurer Training
- Team Treasurer Handbook
- Minimum Balance Policy
- Financial Info for Player Transfers

## **Team Manager Forms:**

- Team Manager Overview — ***U11/U12 — ALL TEAMS, U13-U19 OLYMPICO, SPORTING, RED, WHITE, GOLD, SILVER, BRONZE***
- Uniform information
- Real CO Player Jersey Number System
- Coach Reimbursement for League Games

## **TeamSnap Information:**

- Signing Up and/or Joining Real CO Account