



## Casper Soccer Club Team Financial Guidelines

### Team Bank Accounts

All CSC Blades teams maintain a team account for team funds. No personal bank accounts will be set up or used for team funds.

- Accounts are located at the ANB Bank.
- Accounts are to be set up as a nonprofit account under the Casper Soccer Club account information with the assistance of the executive director.
- Team accounts will be listed as Casper Soccer Club, Blades (birth year of team) (gender).
  - Example: **Casper Soccer Club Blades 96B**
- Address for the team account will be PO Box 2101, Casper, WY 82602.
  - All accounts will be accessible by the CSC Executive Director and the Club Treasurer with online banking access.
  - Team treasurers will also have access to the designated team account through the online banking access.
- Team account will have the Casper Soccer Club Treasurer as one of the authorized signors on the account with the suggestion of at least 2 other signors.
- Debit Cards can be issued on the account- debit cards are recommended for entry into tournament. Additional fees may be charge when using a debit card when entering events.

The treasurer for the team will need to submit a background check using the Club player management program, currently Got Soccer. A Team Official account will be set up for each treasurer. The treasurer for the team must keep accurate records of all team funds. The Board of Directors may at any time request to review the records of a team account.

- Maintain detailed records of deposits, checks and withdrawals.
- Record of payment needs to include a receipt of some kind and who the payment went to and what for.
- Record of deposit needs to include who it was from and purpose of the funds.
  - for example: all parents contributed \$20 to the team fund for tournament fees for Cspr Fall Clsc.
  - Write on the front of the deposit slip tournament fees/Fall Classic/parents

Team Funds must be used for the stated purpose when they were requested. The purpose of team funds includes but are not limited to:

- Tournament fees
- League fees/referees' fees
- Equipment/team balls/cones/pennies etc.

As stated in the Blades Rules, tournament fees and other agreed upon expenses will be divided equally among the rostered team players. The cost of participation is calculated on a per player basis for the season.

The team fees may be funded in several different ways.

- Direct payment from the parent/player.
- Solicited donation to the team.
- Monies received through team fundraisers.

Only the funds received directly from a parent/player can be returned/refunded to the parent. All money fundraised or received via donations will remain with the team.

### **Team Fundraising/Donation**

Teams are encouraged to seek donations and to fundraise.

**Notification of your fundraiser needs to be sent to the CSC office at minimum 5 days prior to the fundraising event. Fundraising form is available.**

Many organized fundraisers require tax ID information and signed agreements that are provided by a CSC authorized agent, Club President or Executive Director. It is helpful for the Casper Soccer Club office to know where to direct people when calls are received concerning a fundraiser. The office has various resources that may assist you with publicizing a fundraiser and prevent any possible conflict with another fundraiser.

Donations - Funds received in this manner must be used for the purpose indicated by the donor. Keep accurate records of donations and the intent of the donation. It is helpful to deposit these funds separately from team fees, in order to provide a receipt from the Club to the donor. It will also make it easy to locate in the financial statements if needed. A Thank You to the donor is always appropriate and should include a reference to how the funds were used, possibly a photo of your team at the event or with the item(s) purchased. Blank Blades Note cards are available upon request.

A General donation form available from the CSC office upon request.

The intent of fundraising/donations is to cover the cost of the team for the season/year. The Team's fundraising efforts or donation requests need to be based on the needs of the team for that season/year (i.e. tournament fees, equipment, team balls, warm ups etc.). Team accounts should not have an excessive balance amount at the end of the season. A general guideline of \$250 to \$500 left in the account at the end of the season is acceptable. The balance of the accounts is reviewed on a regular basis by the Board of Directors at the regular board meetings. The club treasurer will review the accounts on a regular basis. An inquiry may be made as to the intent of funds exceeding \$500, and an audit of the account may be requested.

### **Payments for Reimbursable Expenses**

Payments can be made to individuals if the expenses incurred are a team related expense. A completed expense form with attached receipts must be provided and accurate records are kept. Team expenses need to be agreed upon prior to purchases being made. The expense must be a team-approved purchase and must be submitted within **45 days** of incurring the expense for reimbursement.

### **Coach Expense Reimbursement (effective 8/1/2017)**

The Casper Soccer Club will reimburse up to \$150 of the expenses incurred by a team head coach for an out of town weekend event. The coach must submit the receipts for reimbursement within 45 days of the event to receive the reimbursement of approved expenses up to \$150. Attached the receipts to the expense form and submit to the CSC office. The approved expenses include travel, meals and lodging. The \$150 is a small portion of the expenses incurred by a coach, the CSC Board of Directors suggests that a team assist the coach with expenses for the weekend of coaching that exceed the amount reimbursed by CSC. Expenses must be submitted using the expense report form provided and must be submitted within 45 days of incurring the expense first to the CSC office. A copy of expense report will be forward to the team manager/treasurer. Team treasurer will need to retain the expense reports and receipts with the team records. All requests for the reimbursement must be done within 45 days of expense incurred or by Sept 15 of each year to clear the expenses of the previous season.

Payments *cannot* be made directly to a parent or a player unless it is a refund of fees paid by that parent or player or a team expense with a receipt. Any “cash” payments or gifts may jeopardize a player’s amateur status and affect participation in HS sports. All Fundraised or Donated funds will remain with the team and cannot be refund to the parents or players.

Please note that some of the participants of the team may change from year to year, so it is important to keep accurate records. Timing of a fundraiser is also important. If you fundraise at the end of a season for the upcoming season, a player moving from one team to another may request contributed or participated fundraised funds to be transferred to another team account. If a player is no longer participating in the Blades program those fundraised or donated funds will remain with the team.

### **Final Funds**

Once a team is no longer participating (ages out or is dissolved) the team account will be closed. The Final or remaining funds of the account will revert to the Casper Soccer Club. The team may indicate where the fund will go such as to scholarships or equipment, coaches training, etc.

### **The Use of Facilities other than the CSC Soccer Fields**

On occasion, teams will need to secure a location for practice or other activities.

The team coach or manager will need to contact the facility and inquire about the requirements for using the facility. Most facilities will require some type of agreement/schedule and evidence of insurance listing them as certificate holder or additional insured.

Notification of using a facility must be presented to the Executive Director or the DOC. The notification must include the location of the facility, information on the facility, dates and times of requested use, requirements for use and the fee schedule, if applicable. A request for evidence of insurance will also need to be presented, if an agreement is needed. Agreement must be signed by an agent of the Casper Soccer Club, the President, the Executive Director or the Director of Coaching.

The team is responsible for any deposits, fees or damage related to the use of the facility.

The Casper Soccer Club Board of Directors reserves the right to modify the above guidelines without notice at any regularly scheduled Board meeting or to rule or make decisions that are not provided for in the above guidelines. Revised 6/2017