



Casper Soccer Club Team Financial Policies & 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, with the Blades team listed 2nd or DBA
 - Example: **Casper Soccer Club, dba 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 1 or 2 other signors (team manager and/or team treasurer).
- Checks will need to be purchased for the team account.
- 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. 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 and checks.
- Record of each payment needs to include a receipt of some kind and who the payment went to and what the payment was for. Some payment will need to be supported by an expense report. *
- Avoid withdrawals from the team account.
- 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 monies fund-raised or received via donations will remain with the team, even if it is done on an individual basis.

Team Fundraising/Donation

Teams are encouraged to seek donations and to fundraise. Funds received via donations or a fundraiser must be deposited into the team account. Funds cannot go to the parent or player. Only funds received directly from a parent/player (not related to the fundraiser) can be returned or refunded to the parent. For example, A parent makes a payment to the team for tournament fees, the team does not attend the tournament, those funds can be returned to the parent.

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 is 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 and has been approved prior to the purchase. 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 and must be a team related cost. The requested reimbursement of team expenses must be submitted within 45 days of the purchase or they will not be reimbursed. Expenses for the end of the season should be submitted by June 15 in order for the accounts to be reconciled at the end of the fiscal year (fiscal year ends June 30).

Coach Expense Reimbursement (effective May 2020)

The Casper Soccer Club will reimburse up to \$150 of the travel expenses incurred by the team's designated head coach for an out of town weekend event. The \$150 is a small portion of the expenses incurred by a coach and 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.

The coach must submit the receipts for reimbursement to the CSC administrator within 45 days of the event to receive the reimbursement of approved expenses up to \$150. The receipt needs to be attached to the completed expense form when submitted. Expense form is available upon request.

The expense form must be completed to include:

- Coach information-Name, Address
- Date(s) of the event or incurred expense
- Name of the event or expense purpose
- listing of the approved expenses (travel, meals, lodging)
 - Lodging receipts need to include a date of stay and be in the name of the coach(spouse)

Team reimbursement of Coach Expenses: If the team is going to reimburse the coach for the additional expenses, the expense form and receipts will need to be submitted to the CSCS office first. The CSC office will provide the team with a copy of the expense report and the receipts if the team is going to reimburse for the expenses exceeding the \$150.00 paid by the CSC. The copies of the expense report and receipts will need to be retained with the team financial records.

The IRS provides guidelines for reimbursement of expenses. The team must follow the guidelines if a team chooses to reimburse the coach for the expenses that exceed the \$150.00 reimbursement by the club or reimburse an assistant coach for expenses.

Two options are available for reimbursement, **actual expenses** or **per diem**. Both options require submission of expense receipts.

1. **Actual Expenses.** The coach submits receipts of the expenses as noted above, and the team reimburses the exact amount of the submitted expenses.
2. **Per Diem Expenses:** The value of the expenses is based on the federal per diem rate for combined lodging and meal cost. Expense receipts still need to be submitted in order to be categorized as a reimbursed expense. If receipts are not retained for the expense, it is no longer an expense reimbursement, but payment to the person and maybe subject to income taxes.

All requests for the reimbursement must be done within 45 days of expense incurred in order to be reimbursed.

Payments made directly to a parent for an expense must have a receipt and expense reimbursement report. Payment can not go 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 and have tax implications. All fundraised or donated funds will remain with the team and cannot be refunded 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 funds will go such as to scholarships, equipment or coaching education.

The Use of Facilities other than the CSC Soccer Fields

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

School Facilities – The NCSO provides the opportunity for other entities to rent their facilities. The reservation request will need to be submitted by the CSC Office. The team manager or coach will need to notify the CSC office of the details of the request to use the facility and the CSC office will submit the request to NCSO Central Services for approval. A request to use the NCSO facilities needs to be submitted at least 15 days in advance of the requested date. The team is responsible for the rental cost of the facility.

Non School Facilities – Contact the CSC Office about the request to use a non-school facility. The CSC Office will assist the coach or manager in contacting 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.

If an agreement is needed, the agreement must be signed by an agent of the Casper Soccer Club, the President, the Executive Director.

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 5/2020