

Finance Committee Policies / Procedures

The Finance Committee on date of this draft consists of: Andrea Castagnola, Maggie Quigless, Keri Rider, Kelli Soto and Chander Watson

Registration

- Spreadsheet for registration payments - document payment plans, payment dates, amounts - to be kept accessible to executive board and audit committee
- Payment plans – parent to sign contract, email with contract to be sent to parent at registration/that evening or a copy can be made and handed to parent
- When entering players into LeagueOne, Player Agent will list \$1 as payment for each player to get them into the system.
- All registration payments should be entered into LeagueOne by Treasurer at the end of each registration period - this can be double checked by Player Agent & Little Scholars Rep during the ID Card/Book process.
- Checks to be accepted at registration

Speed Camp

- Speed camp enrollment detail similar to registration spreadsheet. Looking into a sticker with barcode to be scanned and applied to each participant upon arrival.

Team Accounts

- Team accounts to be updated weekly after reimbursements are paid out and sent to executive board – Andrea to decide when accounts will be updated as the season gets closer, at this time Sunday is the day that works best for her.

Bank Accounts

- Bank Accounts - 1 Operating Account, 1 for Team Funds and the other (General Account) to be used like a savings account
- Deposits to be made using deposit log along with supporting documents, all deposits to be made by a signer. Deposit slip, log & all documents to be handed over to Treasurer once deposit has been made.
- Use of 2nd approver option from US Bank for all transfers.

Fundraisers

- All event / fundraiser requests should be submitted to Fundraiser Rep, Business Manager Rep & Treasurer. Business Mgr. Rep to send event requests to either VP of Cheer or President to get approval from Palomar.
- Treasurer to keep track of all fundraisers and amount turned in
- Business Mgr & Team Parent Rep to keep a log/spreadsheet of all fundraisers, to show what is going on at any given time. If a Fundraiser Rep is appointed they would take this over.

Snack Bar

- Credit cards have to be an option all the time - get internet figured out for snack bar
- Cash - each night a deposit log should be filled out along with the snack bar form to be verified by 2nd signer before being put in safe, a picture should be taken and sent to executive board.
- A PayPal transaction needs to be entered for the cash received in the snack bar

at the end of the day by snack bar/finance committee or Executive Board member.

Expense Reimbursements – Check Requests

- Reimbursements to be made payable ONLY to rostered staff
- Coach to sign off on all reimbursements submitted for his/her team prior to submitting to Treasurer.
- Expense Reimbursement forms should be sent via email to Treasurer, email should cc Business Mgr Rep. This way there is another set of documentation somewhere. Possible email address created that would forward to Treasurer & BM Rep.
- Use of a check request form and an expense reimbursement form on all disbursements
- Turnaround time for checks, to teams and vendors – Tuesday and Saturday, but within 5 days of request. All requests will be responded to within 48 hours.
- If a payment needs to be made via credit card, a form will be submitted to Treasurer along with receipt and or invoice before payment will be made.

Collection of money

- Account signers **cannot** collect money, at this time the finance committee can collect funds from team business managers with the exception of Maggie (Andrea, Kelli, Keri & Chander).
- When collecting money, a triplicate receipt shall be used, one for team BM, one for deposit log and the other for collector's records
- Collector of funds shall complete deposit log and include receipt from money collection, documents to be turned in to an account signer for deposit.
- Triplicate receipt books will be handed out to team Business Mgrs to be used when collecting funds from parents, donators or sponsors. The yellow receipt will also be turned into someone on the finance committee when turning the funds in. Team BM's will receive a receipt from board member money is turned in to.

Misc.

- Quickbooks to be used for the leagues accounting software
- Payment Plans with Vendors – Currently a plan with NCSI (276/mo. – May), Riddell & United to be contacted 2/8 to discuss payment plan options (waiting on registration info)
- Specific day for Treasurer to be at the field – this will be decided as the season gets closer, since multiple people will be able to collect money and expense reimbursement/check requests are to be made via email we may do away with a set day all together but list who is available what days and where.
- Payment plan form
- Check request form
- Payments processed via CC form
- Policies and procedures to be put in place at the team level that reflect the board policies and procedures. These items will be listed in the BM/TM Handbook.