



## **REDLANDS AYSO FINANCIAL POLICY FOR EXTRA TEAMS**

Extra teams are required to have a treasurer, or team manager to handle the team finances. Team coaches are not allowed to be in charge of team finances.

Teams will handle their finances through the Redlands Ayso Regional Treasurer. All team funds will be deposited to the Regional Treasurer. Extra team treasurer's will meet with the Regional Treasurer prior to the start of the season to review the financial policy and check out a receipt book.

### **Collecting Funds**

- Prior to the start of the season, the Regional Treasurer will provide each team treasurer with a 3-part receipt book. The receipt numbers contained in the book will be noted by the Regional Treasurer and all the receipt numbers must be accounted for at the end of the season.
- The team treasurer must complete a pre-numbered triplicate receipt for any funds received, including, checks, banking apps, and cash. Treasurers will indicate who paid the funds, (and if applicable, on behalf of whom), what the funds are for, amount received, and whether paid by check, banking app, cash, and if by check, include the check number.
- The white copy of the receipt will go to the person turning in the funds. The canary copy of the receipt will be attached to the deposit slip to be turned in to the region treasurer, and the pink copy is to be kept by the team treasurer.
- Any money collected including tournament entry fees, fundraising money, sponsorships money, team banner money, or other team expenditures, must be deposited to the regional treasurer and verified by two people when the funds are deposited.
- All funds received should be deposited to the Regional Treasurer within 2 days.

### **Deposits**

- All team funds must be deposited to the Regional Treasurer along with a Deposit Form. The deposit form is available to download and print on the

Redlands AYSO website. [Ayo50.org](http://Ayo50.org)>Program>Extra>Deposit slip.

- A deposit slip is to be completed for all deposits.
- The deposit form must be signed by two representatives from the team before being submitted to the Region Treasurer.
- The team treasurer will also include any currency, checks and receipt numbers on the deposit form.
- When the region treasurer receives the deposit, the funds will be verified, and the Region Treasurer will complete a receipt to give to the team treasurer, indicating that the funds were received by the region.

### **Check Requests**

- Extra teams may request a check(s) for payment of tournament entry fees, invoice(s) paid directly to a vendor for a team expense, or to reimburse the coaches, team manager, team treasurer for funds spent on purchases for the team (subject to team funds being available). A check request/reimbursement form must be submitted with the request.
- The check request form is located on the Redlands AYSO website. [Ayo50.org](http://Ayo50.org)>Programs>Extra>Check Request/Reimbursement form. This form is to be completed and submitted for all check requests.
- Proof of expenditures (invoices, receipts etc) must be provided with the check request. A check will not be disbursed without proper documentation of expenditures beforehand.
- Teams who are negative in their team account will not be eligible to receive a check for reimbursements or tournament fees. Checks will only be issued to the extent that funds are available in the team's account. An Extra team will not be able to request funds in excess of their team's account balance.

### **Team Accounting**

- The Region Treasurer will provide the Coach, Team Manager, or Treasurer, with a monthly accounting of the balance in the Extra team's account. The Extra Coordinator will receive an update as well.
- Extra team account funds cannot exceed \$4000
- Extra teams are required to use their funds deposited during the season by July 31<sup>st</sup>. Any team account balances remaining after July 31<sup>st</sup> of each calendar year will become the funds of the region. Balances may not be carried over into the next calendar year.

## **Fundraising**

- Extra teams must obtain approval from the Regional Commissioner or Extra Coordinator to hold a fundraiser.
- Fundraisers held by Extra teams may not be in direct conflict or competition with the fundraisers held by the Cultural Exchange Team.