



## Team Financial Management

It is important to put a budget together quickly so that all families know what commitments they need to make for the season. You may elect to have a 'Team Treasurer' or the manager may assume this role. There is one bank account for SVYSA; however, our SVYSA Bookkeeper keeps accounting of all team funds, deposits and withdrawals. Please refer to the sections below regarding communication with the SVYSA Bookkeeper for instructions regarding accounting for financial activity by your team.

Each team will receive start-up funds. It is recommended that the teams each fundraise to help offset the costs of the season and reduce the financial burden to the families. It is also a great resource when families on scholarship are in need of additional assistance for specific team fees. On this note, please be flexible with payment schedules for families that need assistance.

A financial review will occur quarterly for each team by the Select Committee and the SVYSA Bookkeeper. This will allow each team to stay current with budgets as well as allow the league to help any family that is unable to keep up with scheduled payments.

### Fees:

Team fees typically include the following:

- Uniforms
- Referee Fees
- Field Usage (e.g. Hanna Boys Center)
- Field Lining for games and scrimmages
- US Club Fees (CYSA Fees are paid by registration funds)
- Equipment (balls, goalie gloves, etc.)
- Tournament Fees

### Deposits to Team Account:

Managers and Coaches make their own deposits to their team accounts at Sonoma Valley Bank. Deposit slip booklets are available from the SVYSA Bookkeeper (Jennifer Rochlin, [Jennifer@abacusaddsup.com](mailto:Jennifer@abacusaddsup.com)), or you may complete a blank deposit slip with the SVYSA account number that you receive from the Bookkeeper.

When making deposits, follow the instructions below for informing the SVYSA Bookkeeper of the activity. Make sure to keep your own records of deposits and withdrawals for your team as well.

*Keep all deposit slips and submit at the end of the season to the SVYSA Board Treasurer.*

## Requests for Checks from Team Account:

Managers and coaches may either request a check from their team account to purchase items for the team and/or pay tournament fees or they may pay for these items/tournaments from their personal accounts and be reimbursed. It is highly recommended that only Managers and Coaches pay for items/ tournaments to simplify accounting for the team.

When making payments or asking for reimbursement, follow the instructions below:

*Keep all receipts and submit at the end of the season to the SVYSA Board Treasurer.*

## Accounting:

- When making deposits or requesting reimbursement or payments from your account, please send an email to our Bookkeeper and use the following format (**please do not deviate from the format**):

- Deposits

To: SVYSA Bookkeeper, Jennifer Rochlin [jennifer@abacusaddsup.com](mailto:jennifer@abacusaddsup.com)

CC: Managers copy Coaches, Coaches copy Managers

Subject: SVYSA Deposit

Date: Date of deposit

Account: Name of team, age group and boys/girls (example: Riot, U14 Girls)

Deposit Amount: \$\_\_\_\_\_

Source: Note where the money is from (e.g., team fees or payment for uniforms or fundraiser income)

- Payments/ Reimbursements

To: Jennifer Rochlin [jennifer@abacusaddsup.com](mailto:jennifer@abacusaddsup.com)

CC: Managers copy Coaches, Coaches copy Managers

Subject: SVYSA Request for Reimbursement/Payment

Date: Date of purchase

Account: Name of team, age group and boys/girls (ex: Riot, U14 Girls)

Check should be made payable to: \_\_\_\_\_

Requested Amount: \$\_\_\_\_\_ (example: \$450)

Reason: Payment for \_\_\_\_\_ (example: Danville Tournament)

Receipt: Yes / No (if no, please explain)

Send Check to: Name and Address of Person or Business

## Receipts & Deposit Slips:

Please keep all deposit slips and receipts for purchases to be submitted to the SVYSA Board Bookkeeper at the end of the season.