Sport Club Treasurer Meeting 2018-2019
Your Duties as a Treasurer

- How to Create and Update a Budget
- Debit Cards
- Checking Account, Service Account, Donation Account
- Allocation Money and how to get reimbursed
- Updating Budget workbooks
- Budget Presentations for next years allocation money (April 10, 11, 12)
- Questions and participation are encouraged
Budgets: Personal and Professional

• Income
  • Dues
  • Fundraising
  • Donations

• Expenses
  • Fixed
  • Variable

• Projected and Actuals
  • Need to have both to have a plan for future years
Competitive Sports Staff

- **Jason Lorgan** - Executive Director Bookstore, Union, Rec
  - **Deb Johnson** - Rec Director
  - **Andy Ramirez** - Sr. Assistant Director
  - **Mike Dominguez** - Sport Club Coordinator
    - Managers - Oversee IMS and Sport Clubs
    - Recorder Managers - Oversee Recorders, Sport Club Office, and Sport Club teams
      - Supervisors - On field (aka Red Shirts)
      - Recorders - Paperwork masters
Who We Are

- 39 Clubs
- Hello Climbing club!
- 1,612 unique users
- 24 Different Facilities Used
- 113 Home Games/Tournaments
- 215 Away Matches
- Over 3,200 practices totaling over 10,000 hours
Forms and Paperwork

- **B2H and General Form Deadlines** (Earlier the better)
- **Travel Forms**
  - Eligibility & Graduation Verification: 10 business days
  - In-State-Travel: 14 days
  - Out-of-State Travel: 30 days
  - Independent Travel: 14 days
  - Fleet Vehicle: 14 days
- **Facility Request Forms**
  - Meeting Space: 14 days
  - Special Event: 4 weeks
  - Practices & Home Games: Quarter before
- **Check and Financial Forms**
  - Checking Request: 14 days
  - Allocations: 2-3 months
  - Fundraising Application: 14 days
  - Permit to sell: 14 days
<table>
<thead>
<tr>
<th>Violations</th>
<th>1st Occurrence</th>
<th>2nd Occurrence</th>
<th>3rd Occurrence &amp; there on</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure to sign <strong>Liability</strong> prior to his/her participation (B2H)</td>
<td>$50/#1</td>
<td>$100/#2, #3, #4</td>
<td>$200/#3, #4</td>
</tr>
<tr>
<td>Failure to pick up the travel binder before a trip</td>
<td>$25/#1</td>
<td>$100/#2, #3</td>
<td>$200/#2, #3</td>
</tr>
<tr>
<td>Late or Failure to submit <strong>Paperwork</strong></td>
<td>Late: $25/#1</td>
<td>$100/#2</td>
<td>$200/#3, #4</td>
</tr>
<tr>
<td></td>
<td>Failure: $50/#1 and #2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not attending Monthly Officer Meeting</td>
<td>$50</td>
<td>$100/#1</td>
<td>$200/#2, #3</td>
</tr>
<tr>
<td>Not attending Sport Club Officer Training</td>
<td>$100/#1</td>
<td>$200/#2</td>
<td>$300/#3, #4</td>
</tr>
<tr>
<td>Failing to notify Sport Clubs of home games, practices, or any other club function</td>
<td>$50</td>
<td>$100/#1</td>
<td>$200/#2, #3</td>
</tr>
<tr>
<td>Failure to turn in Coaches Contract or CPR/1st Aid Cert</td>
<td>$25 (after 30 days of coaching) #1</td>
<td>$100 (after 31-60 days of coaching) #2</td>
<td>$200 (after 61+ days of coaching) #2, #3, #4</td>
</tr>
<tr>
<td>Failure to represent UCD in a positive manner</td>
<td>$100 #1, #2, #3, #4,</td>
<td>$300 #1, #2, #3, #4,</td>
<td>$500 #1, #2, #3, #4,</td>
</tr>
<tr>
<td>Misuse of University facilities or club property (When reported SCC will look into each situation)</td>
<td>$100 #1, #2, or #3</td>
<td>$200 #2, #3, #4</td>
<td>$300 #2, #3, #4,</td>
</tr>
</tbody>
</table>
What is B2H?

- Insurance
- Online source to SUBMIT FORMS
B2H Tutorial
B2H Tutorial
B2H Tutorial
# B2H Tutorial

## Submitted Forms

<table>
<thead>
<tr>
<th>Name</th>
<th>Submitted For</th>
<th>Submitted</th>
<th>Last Updated</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRU Special Summer</td>
<td>Alexandra Azzopardi</td>
<td>7/14/2016</td>
<td>7/14/2016</td>
<td>Complete</td>
</tr>
<tr>
<td>Supervisor Summit Information</td>
<td>Alexandra Azzopardi</td>
<td>3/7/2016</td>
<td>3/7/2016</td>
<td>Complete</td>
</tr>
<tr>
<td>Sport Club Emergency Contact</td>
<td>Alexandra Azzopardi</td>
<td>10/20/2015</td>
<td>10/21/2015</td>
<td>Approved</td>
</tr>
<tr>
<td>Sport Club Driver Agreement</td>
<td>Alexandra Azzopardi</td>
<td>3/19/2015</td>
<td>3/19/2015</td>
<td>Approved</td>
</tr>
</tbody>
</table>

## Fill out Forms

- Select Program: 
- Name
- Boarding Information
- CRU Payroll Deduction Enrollment form
- CRU Special Summer
- CRU Staff Emergency Contact Information
- Household Date and Emergency Contacts
- IM League Registration Form
- Short Term Boarding Contract

- Sport Club Driver Agreement
- Sport Club Emergency Contact
- Sport Clubs Facility Request
- Sport Clubs Fleet Vehicle Request
- Sport Clubs Payment Request
- Sport Clubs Safety Officer
- Sport Clubs Travel Application
- Trailer Information

## My Family
YOU DID A GOOD JOB TODAY.

FALSE. YOU DID AN AWESOME JOB TODAY.
Expenses

• Dues
  • How to project them?
  • What is fair?
  • How to create a buffer
  • Payment plans and different ways to collect dues
Debit Cards

• Does everybody have their card or know how to get it?
• How to get debit card: Send e-mail to Mike Dominguez
  • Treasurer Name
  • Name of Club
  • DOB
  • Local address
• What to do if you have problems w/ card.
• No cash withdrawals allowed at ATMs
• Connected to your checking account
• Due back in June or when your season is over
Checking Account

• Access to view account information
  • E-Mail Mike Dominguez

• Make sure to have sufficient funds for check request or else checks will not be written

• Check processing time is less than a week

• If you want to be reimbursed by allocation you must purchase using checking account

• How do I check my Chase online balance and statement?

• What can we use it for?
  • Almost anything club related.

• How can we get funds from checking?
  • Fill out a check request form either at the SC office or through B2H.
## Check Request Form

This form is to be used to pay for league dues, association dues, entry fees for your club. All checking requests should be turned in 2 weeks before money is needed. All allocation request should be submitted 3 months before needed.

<table>
<thead>
<tr>
<th>Sport Club:</th>
<th>Phone:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requested by:</td>
<td>(Club officer)</td>
<td></td>
</tr>
<tr>
<td>Approved by:</td>
<td>(Sport club coordinator)</td>
<td>Date:</td>
</tr>
</tbody>
</table>

**Charge to:** Checking  [ ]  Allocation  [ ]

**Make Check Payable to:**

- [ ]
- [ ]

Reason for payment & dates effective. Attach documentation to show required amount.

Total Payment Requested: $8
How to properly buy things....

- Get quotes from 2-3 vendors
- Use those vendors to match or reduce the price of your original quote
- Look for quality, price, service, and speed
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ST350-S Sport-Tek® Competitor™ Tee- NAVY-SIZES XS-XXL</td>
<td>200</td>
<td>8.00</td>
</tr>
<tr>
<td></td>
<td>CMARK</td>
<td>200</td>
<td>2.60</td>
</tr>
<tr>
<td>11-S</td>
<td>Screen Charge</td>
<td>5</td>
<td>20.00</td>
</tr>
<tr>
<td>19-S</td>
<td>Film Positive</td>
<td>5</td>
<td>12.00</td>
</tr>
<tr>
<td>PROOF</td>
<td>Art Proof</td>
<td>1</td>
<td>10.00</td>
</tr>
<tr>
<td>21SU</td>
<td>Set Up Discount</td>
<td></td>
<td>-80.00</td>
</tr>
</tbody>
</table>

Subtotal: $2,210.00
Sales Tax (7.25%): $159.53
Total: $2,369.53

A 50% deposit is required on your order at the time of estimate acceptance. All orders over $5,000 must be paid by check unless otherwise agreed upon. Estimates expire within 30 days and are subject to change upon review of submitted artwork.

BYOG is not responsible for damaged items below 3% of the total order. Items damaged due to printing or embroidery will only be replaced if over 3%.
Allocations

- **What can we use it for?**
  - Team Equipment
    - Team equipment vs individual equipment
    - Stays with team
  - Travel
  - Facilities
  - League Dues
  - Entry Fees
  - Equipment or Uniforms (stays with the club)

- **How can we get funds from allocation?**
  - Pay for stuff with checking account either check or debit.
  - Submit a check request for allocation with a zeroed invoice from vendor.
Invoice vs Paid invoice
Allocations

• How to pay for something directly from Allocation:
  • Have an invoice to pay for your league dues, tournament dues, etc
    • Must plan out 3-4 weeks in advance
    • Must have an invoice from the company that is **in the future** and not past date: Send to Mike Dominguez
    • Must have enough Allocation to cover cost

● **USE IT OR LOSE IT!** Does NOT carry over to next year.
How Allocation is Awarded

- Numbers come from your Budget Workbook turned into the Sport Club office
- We look at expressed needs: Travel, Facility Expense, Team Equipment, etc.
- We only accept up to $2,000 for Nationals.
- Your admin points are subtracted (Missed Meetings, late paperwork, etc)
- Your budget presentation scores are tabulated
- All these numbers are calculated to get your allocation numbers
- Any questions about Allocation?
SERVICE

- Service Account
  - Money earned from the University Departments
  - Rolls Over
- Job requests forwarded by Mike or sent individually by departments
  - Examples of Service Account jobs:
    - Flower Sale
    - Clean up football games
    - Work The Buzz
    - Freshmen Move-In Help
- Earnings automatically deposited into your service account
- Same reimbursement process as allocation
- Questions about Service?
DONATIONS

- Donations made through the Sport Club donation webpage or checks written to UC Regents
- Donations through University
  - Tax deductible for the donators
  - The University takes 6% of each donation for processing fees
  - Takes 2-3 months to get reimbursed through your donation account

Suggestion
- Have the donator write a check to your club directly if they don’t need the tax write off
- Follow the same process for allocation or service for reimbursement
- Any questions about Donations?
Fundraising

Make sure fundraisers follow Sport Club and UC Davis fundraising policy
Fundraising Handbook
Read through for examples of fundraising and estimated earning
https://docs.google.com/document/d/1hMfvt7CQffvArKniiDsW0OFbUa7vMAVy9tiZGa_YQ/edit

ANY QUESTIONS ABOUT FINANCES?
Aggie Life

- A way to connect with more students on campus
- Check your allocation and service accounts
- See what’s happening on campus
CASE STUDIES

A player on your team has not paid dues and it’s 2 months into the season. What are your options?

What do you do when your club wants to get reimbursed for a purchase through allocation but the check has not been deposited yet?

You don’t have enough money to pay for your t-shirt order or you upcoming trip to Nationals. What do you do?
In March, each club will be asked to submit a workbook (New Workbook) showing your budget for the year. Please update your budget regularly.

- Please include:
  - Revenue/Income
  - Expenses
  - Fundraisers!

These budgets will help determine allocation funding for next year. Clubs who did a poor job with their budgets received less funding this year through allocation.
Workbooks

• One workbook for Projected Fall ‘19 - Spring ‘20
  • Email to Sport Clubs by March 16
• Workbooks will be emailed out and posted on the Facebook officer’s page
• Hopefully you have last years workbook, if not we will send that out to you
Budget Presentations

• April 10-12
• We will cover more information about the presentations in the Monthly Meeting on Wednesday, April 4
• Mock presentations will be available for 8 groups on Thursday, April 5 from 3pm-5pm in ARC Meeting Room 3. If you do not get the chance to present, you can listen to feedback.
• Questions from the survey
  • Large Scale Events Planning
  • Duties of a Treasurer
  • Knowing Allocation, Service, Donation, and Checking Account balances
Questions

ANY QUESTIONS???

KAHOOOOOOOOT!!!
Thanks for Coming!

For where your treasure is there will your heart be also.