

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

Fines

Violations	1 st Occurrence	2 nd Occurrence	3 rd Occurrence & there on.
Failure to sign Liability prior to his/her participation (B2H)	\$50/#1	\$100/#2, #3, #4,	\$200/#3, #4,
Failure to pick up the travel binder before a trip	\$25/#1	\$100/#2, #3	\$200/ #2, #3,
Late or Failure to submit Paperwork	Late: \$25/#1 Failure: \$50/#1 and #2	\$100/ #2	\$200 # 3, #4,
Not attending Monthly Officer Meeting	\$50	\$100/ #1	\$200/ #2, # 3
Not attending Sport Club Officer Training	\$100/#1	\$200/ #2	\$300/ #3, #4
Failing to notify Sport Clubs of home games, practices, or any other club function	\$50	\$100/#1	\$200/ #2, #3
Failure to turn in Coaches Contract or CPR/1 st Aid Cert	\$25 (after 30 days of coaching) #1	\$100 (after 31-60 days of coaching) #2	\$200 (after 61+ days of coaching) #2, #3, #4
Failure to represent UCD in a positive manner	\$100 #1, #2, #3, #4,	\$300 #1, #2, #3, #4,	\$500 #1, #2, #3, #4,
Misuse of University facilities or club property (When reported SCC will look into each situation)	\$100 #1, #2, or #3	\$200 #2, #3, #4	\$300 #2, #3, #4,

What is B2H?

- Insurance
- Online source to **SUBMIT FORMS**



B2H Tutorial



B2H Tutorial

The screenshot displays the UC Davis Campus Recreation and Unions website. At the top, the logo for UC Davis Campus Recreation and Unions is on the left, and a blue banner with the text "HOW DO U REC?" is on the right. Below the logo, there is a "Memberships" button and a "Shop By Activity" section with a list of activities: First-Year Aggie Connections, Aquatics, Band-uh!, Craft Center, Equestrian Center, Fines and Fees, Fitness and Wellness, Memorial Union, Outdoor Adventures, Passes and Amenities, Sport Clubs, Student Fitness Center, and Youth Programs. To the right of the "Memberships" button is a search bar with a "SEARCH" button. Further right, there are links for "FAQ", "LOGIN", and a shopping cart icon with the text "CART 0 ITEM(S)". Below the search bar is a "Login" section with two radio button options: "UC Davis Students, Faculty, Staff (Kerberos Login)" (which is selected) and "All Others". A red arrow points to the "Continue" button below these options. At the bottom of the page, there is a footer with the text "Campus Recreation and Unions | UC Davis | One Shields Avenue ARC 232 | Davis, CA 95616 | Refund Policy" and "Copyright © 2013 All Rights Reserved".

UC DAVIS
CAMPUS RECREATION
AND UNIONS

HOW DO U REC?

Memberships

Shop By Activity

- First-Year Aggie Connections
- Aquatics
- Band-uh!
- Craft Center
- Equestrian Center
- Fines and Fees
- Fitness and Wellness
- Memorial Union
- Outdoor Adventures
- Passes and Amenities
- Sport Clubs
- Student Fitness Center
- Youth Programs

SEARCH

FAQ | LOGIN | CART 0 ITEM(S)

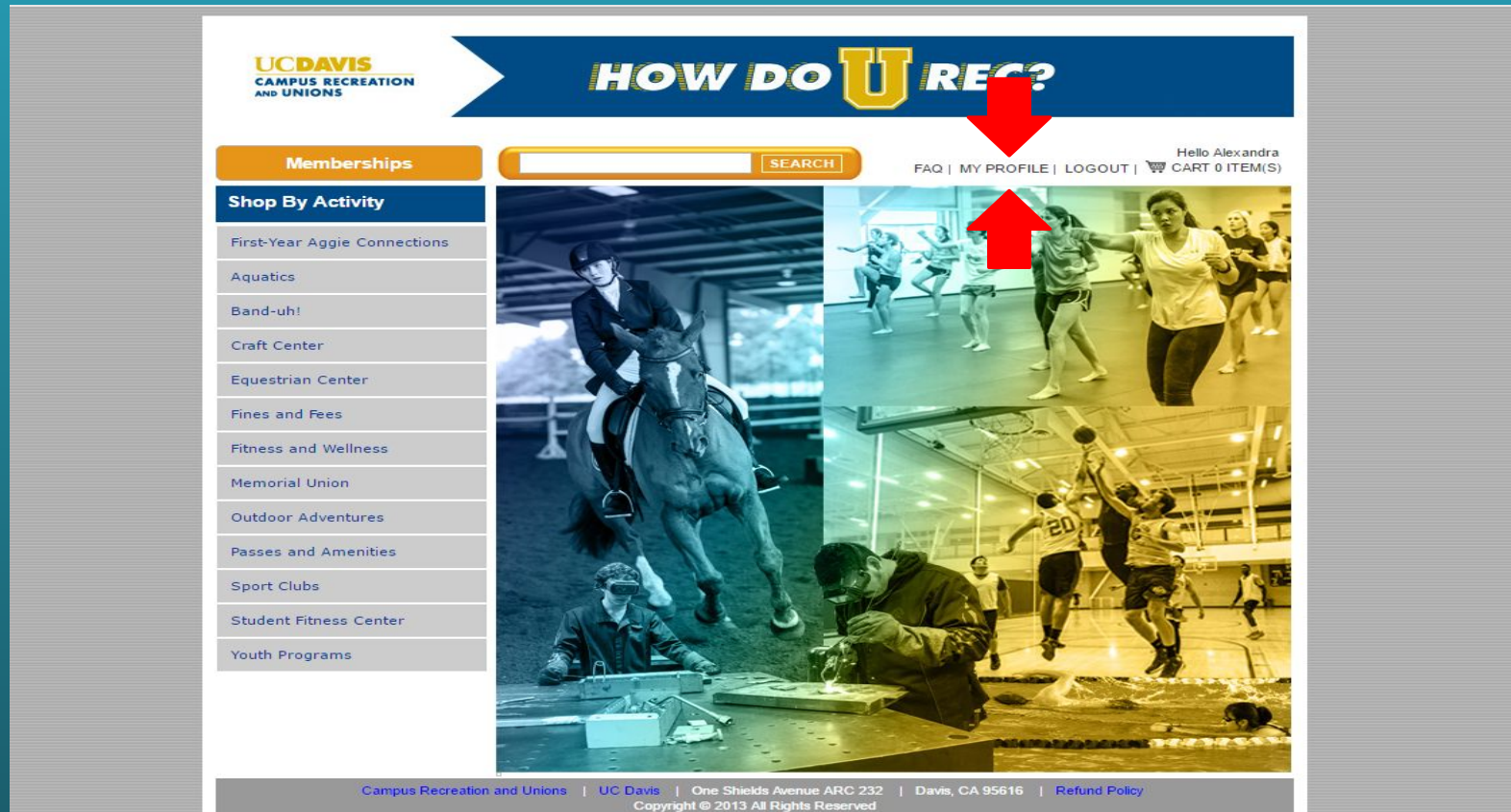
Login

- ☒ UC Davis Students, Faculty, Staff (Kerberos Login)
- ☐ All Others

Continue

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B2H Tutorial



B2H Tutorial

non.dcdavis.edu/Users/AlexandraMain.aspx

CAMPUS RECREATION AND UNIONS

HOW DO U REC?

Memberships

Shop By Activity

- First-Year Aggie Connections
- Aquatics
- Band-uh!
- Craft Center
- Equestrian Center
- Fines and Fees
- Fitness and Wellness
- Memorial Union
- Outdoor Adventures
- Passes and Amenities
- Sport Clubs
- Student Fitness Center
- Youth Programs

FAQ | MY PROFILE | LOGOUT | Hello Alexandra | CART 0 ITEM(S)

My Info

Please be sure to click "Update Account Info" button to change any of your account information.

My Activities

First Name

Last Name

Member ID

Email Address

Alternate Email

Preferred Phone

Local Address

City

State

Zip Code

Cell Phone

Local Phone

Update Account Info

Recent Purchases

My Forms

My Family

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B2H Tutorial

Fines and Fees

Fitness and Wellness

Memorial Union

Outdoor Adventures

Passes and Amenities

Sport Clubs

Student Fitness Center

Youth Programs

Submitted Forms

Name	Submitted For	Submitted	Last Updated	Status
CRU Special Summer	Alexandra Azzopardi	7/14/2016	7/14/2016	Complete
Supervisor Summit Information	Alexandra Azzopardi	3/7/2016	3/7/2016	Complete
Sport Club Emergency Contact	Alexandra Azzopardi	10/20/2015	10/21/2015	Approved
Sport Club Driver Agreement	Alexandra Azzopardi	3/18/2015	3/19/2015	Approved

Fill out Forms

Select Program... ▾

Name

Boarding Information

CRU Payroll Deduction Enrollment form

CRU Special Summer

CRU Staff Emergency Contact Information

Household Data 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

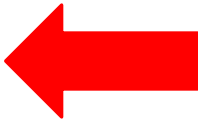
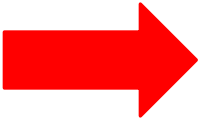
Sport Clubs Payment Request

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.**

memegenerator.net

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

Check Request Form [Protected View] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

C29

	A	B	C	D	E	F	G	H	I	K	L	M
10												
11												
12	Check Request Form											
13	This form is to be used to pay for league dues, association dues, entry fees for your club											
14	All checking requests should be turned in 2 weeks before money is needed.											
15	All allocation request should be submitted 3 months before needed.											
16												
17	Sport Club:											
18	Requested by:											
19	<i>(club officer)</i>											
20	Phone:											
21	Date:											
22	Approved by:											
23	<i>(sport club coordinator)</i>											
24	Charge to: Checking <input type="checkbox"/> Allocation <input type="checkbox"/>											
25	Make Check Payable to:											
26												
27												
28												
29												
30												
31												
32												
33												
34												

Reason for payment & dates effective.

Attach documentation to show required amount.

Total Payment Requested: \$

Sheet1 Sheet2 Sheet3

READY 100%

4:45 PM 10/11/2016

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

ST350-S	Sport-Tek® - Competitor™ Tee- NAVY- SIZES XS-XL			200	8.00	1,600.00T
04-S	4 Color imprint + UB- UC DAVIS CMARK ***	F/F		200	2.60	520.00T
11-S	Screen Charge			5	20.00	100.00T
19-S	Film Positive			5	12.00	60.00T
PROOF	Art Proof			1	10.00	10.00
21SU	Set Up Discount				-80.00	-80.00

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

	CMARK					

11-S	Screen Charge			5	20.00	100.00T
19-S	Film Positive			5	12.00	60.00T
21SU	Set Up Discount				-160.00	-160.00


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.	Subtotal	\$1,250.00
	Sales Tax (7.25%)	\$90.63
	Total	\$1,340.63
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



Collegiate Water Polo Association
320 West 5th Street
Bridgeport, PA 19405
610-277-6787
office@collegiatewaterpolo.org

INVOICE
Invoice # 6137
Date 9/18/2015

PAID
11/2016

Bill To
University of California, Davis
Water Polo Club
IM/Sports Club Office, 1 Shields Ave
Davis, CA 95616

CWPA EIN:	23-2615772	Terms:	Net 30
		Due Date:	10/18/2015

Item	Qty	Description	Rate	Amount
SP Men	2	League Fees for Sierra Pacific Division, Men's Season-guaranteed at least 11 games	2,704.00	5,408.00

Payments/Credits	-\$5,408.00
Balance Due	\$0.00

PLEASE DETACH AND RETURN BOTTOM PORTION WITH PAYMENT

Bill to address:
University of California, Davis
Water Polo Club
IM/Sports Club Office, 1 Shields Ave
Davis, CA 95616

Please make checks payable to:
Collegiate Water Polo Association
320 West 5th Street
Bridgeport, PA 19405

REMITTANCE
Date 9/18/2015
Invoice # 6137

AMT ENCLOSED
Due Date 10/18/2015

Activity for

TOTAL BUS CHK ()

Show

See more choices

Details for TOTAL BUS CHK ()

Present Balance		Uncollected funds – Total	
Available Balance			
Available Credit			
Available Plus Credit			

See full account number

Transaction Results (1 - 32) for TOTAL BUS CHK ()

Next →

All Transactions

Show

View checks by check number | Search Transactions

Date	Type	Description	Debit	Credit	Balance
01/25/2016					
01/25/2016					
01/25/2016					
01/20/2016					
01/08/2016					
01/06/2016					
12/22/2015					

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/1hMfvt7CQffvA_rnKiiDsW0OFbUa7vMAVx9tiZGa_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 your upcoming trip to Nationals. What do you do?

Workbooks

- 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???

KAHO000000T!!!

Thanks for Coming!



FOR WHERE
YOUR *treasure* IS
THERE WILL YOUR
heart BE ALSO

