

# Sport Club Treasurer Meeting 2019-2020



# Competitive Sports Staff

- **Jason Lorgan** - Executive Director Bookstore, Union, Rec
  - **Deb Johnson** - Rec Director
    - **Jeff Heiser** - Sr. Assistant Director
      - **Mike Dominguez** - Sport Club Coordinator
        - **Managers** - Oversee Rec Sports 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
- 1,612 unique users
- 24 Different Facilities Used
- 113 Home Games/Tournaments
- 215 Away Matches
- Over 3,200 practices totaling over 10,000 hours



# 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 14, 15, 16)
- 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
- Budget workbook: use over the course of the year

# Forms and Paperwork

- DoSportsEasy 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**
  - Allocation/Donation: 1 month
  - Fundraising Application : 14 days
  - Permit to sell: 14 days

# Fines

Violations	1 <sup>st</sup> Occurrence	2 <sup>nd</sup> Occurrence	3 <sup>rd</sup> Occurrence & there on.
Failure to sign <b>Liability</b> 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 <b>Paperwork</b>	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 <sup>st</sup> 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 Fusion/DoSportsEasy?

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





A meme featuring a close-up of a man with glasses and a deadpan expression, wearing a light blue shirt and a dark tie. The background is a blurred office setting with another person in a light blue shirt visible in the background. The text is overlaid in large, bold, white letters with black outlines.

**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

# Checking Account

- Now under YOUR team!
  - How to keep officers accountable
    - Two finance-like officers
    - NO CASH WITHDRAWALS
- What can we use it for?
  - Almost anything club related
- How to open a new account (if you haven't already!)
  - W-9
  - Two-cosigners
  - Bank options!
- What this means!
  - Allocation/Service/Donation Requests

# Bank Options (in Davis!)

- Big Banks:
  - Chase
  - Bank of America
- Credit Unions
  - USE Credit Union
  - Yolo County Credit Union



# 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
- Negotiate

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.

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%.

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

	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.

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%.


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



# Allocation

- 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 card.
  - Submit a check request for allocation with a PAID invoice from vendor AND a screenshot of your checking account bank statement.
  - Send to:  
[screcordermanager@gmail.com](mailto:screcordermanager@gmail.com)

# 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					



# 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
- Have the donor 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



# 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](https://docs.google.com/document/d/1hMfvt7CQffvA_rnKiiDsW0OFbUa7vMAVx9tiZGa_YQ/edit)

ANY QUESTIONS ABOUT FINANCES?



# 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 '20 - Spring '21
  - Email to Sport Clubs by April 3rd
- Workbooks will be emailed out and posted on the Facebook officer's page
- Hopefully you have last year's workbook; if you do not, email the recorders for a copy

# Budget Presentations

- April 14-16
- We will cover more information about the presentations in the Monthly Meeting on Tuesday, March 31st
- Mock presentations will be available for 8 groups on Thursday, April 8 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???

KAHOONNNNNOOT!!!

# Thanks for Coming!



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

