

# SPORT CLUB TREASURER TRAINING



2021-2022

- Deb Johnson – Rec Director
  - Jeff Heiser – Associate Director
    - Ben Dao -- Assistant Director
    - Still looking – 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



COMPETITIVE  
SPORTS STAFF

# WHO WE ARE

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41 Clubs

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1,612 unique members

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24 Different Facilities Used

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113 Home Games/Tournaments

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215 Away Matches

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Over 3,200 practices totaling over 10,000  
hours

## DUTIES

- **Create and maintain a budget**
- **Managing accounts**
  - Debit cards, personal checking, allocation, service
- **Allocation Money and how to get reimbursed**
  - Submitting check requests
- **Updating Budget workbooks**
- **Budget Presentations for next years allocation money (April 26th-28th)**

# BUDGETS

- **Income**
  - Dues
  - Fundraising
  - Donations
- **Expenses**
  - Fixed
  - Variable
- **Projected and Actuals**
  - Plan for future budget
- **Budget workbook to organize during year**

# FORMS AND PAPERWORK

- **All forms through DoSportsEasy**
- **Check and Financial forms**
  - Allocation + Donation
  - Fundraising application
  - Permit to sell

# 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 ARE FUSION + DOSPORTSEASY



TRACKING INSURANCE  
AND ADMIN FEES



ONLINE PLACE TO  
SUBMIT ALL FORMS



A close-up, blue-tinted photograph of a pen writing on a document. The document features a line graph with several peaks and valleys. The pen is positioned at the top right, and the ink is visible on the paper. The overall image has a soft, out-of-focus quality.

# INCOME

- **Dues**

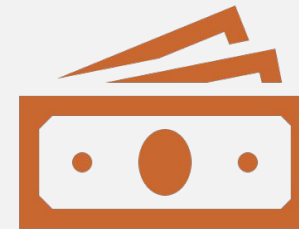
- How to project
- What is fair
- Creating a buffer
- Payment plans + how to collect

# SUMMARY OF ACCOUNTS



## **Personal team checking account**

public bank – not through UC Davis



## **UC Davis managed accounts**

Allocation, Service, Donation

# PERSONAL TEAM ACCOUNTS

## CHECKING ACCOUNT

- Each team has own
- Can use for anything club related
  - **No cash withdrawals**
- We can only reimburse the teams checking account.
  - Requires allocation/ service/ donation requests

## BANK OPTIONS

- **Big banks**
  - Chase, Bank of America
- **Local credit unions**
  - USE Credit Union
  - Yolo County Credit Union

# HOW TO PROPERLY MAKE PURCHASES

- To ensure getting best deal
- 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!



Numbers from Budget Workbook



We look at expressed needs: Travel, Facility, 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

**HOW ALLOCATION IS  
AWARDED**

# ALLOCATION ACCOUNT

Money allocated to your club at the beginning of school year

What can you use it for?

- Team equipment, travel, facilities, league dues, etc.

How do you get funds from allocation?

- Pay for item from team checking account
- Submit a check request with **PAID** invoice + screenshot of charge in bank account

# EXAMPLES AND WALKTHROUGH

TOTAL BUS CHK (...9128) | [See full account number >](#)

UC DAVIS WOMENS CREW

~~██████████~~

Available balance

~~██████~~

Available credit

~~\$ 20,000.00~~

Available plus credit

~~██████████~~

Present balance

[Statements](#)

[Paperless](#)

[Transfer money](#)

[More...](#)

Uncollected funds

Total \$0.00

▼ Account activity

SHOWING

All debit transactions



[Search >](#)



Date	Description	Type	Amount
Apr 21, 2021	NIELSEN KELLERMAN 800-784-4221 PA 04/20 (...9580)	Card	<del>-\$158.90</del>
Apr 19, 2021	NIELSEN KELLERMAN 800-784-4221 PA 04/18 (...9580)	Card	-\$213.79

# EXAMPLES AND WALKTHROUGH

<b>Bill To:</b> UC Davis Women's Rowing 1850 Hanover Drive Apt 121 Davis, CA 95616 United States	<b>Ship To:</b> UC Davis Women's Rowing 1850 Hanover Drive Apt 121 Davis, CA 95616-1051 United States	<b>Invoice Number:</b> 0223664-IN <b>Invoice Due Date:</b> 4/19/2021 <b>Customer Number:</b> GODDE01 <b>Customer P.O.:</b> <b>Order Number:</b> 0223664 <b>Order Date:</b> 4/19/2021 <b>Invoice Date:</b> 4/19/2021 <b>Page:</b> Page 1 of 1
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<b>Phone</b>	<b>E-Mail</b> stgodden@ucdavis.edu	<b>Ship VIA</b> UPS Ground
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PromiseDate	Item	Unit	Odr'dShipped	B/O'd	Price (USD)	Discount	Amount		
4/20/2021	0203US	CoxBox Espresso Charger, US	EACH	1	1	0	\$ 69.00	0%	\$ 69.00
4/20/2021	0175	SpeedCoach XL Charger US	EACH	4	4	0	\$ 30.00	0%	\$ 120.00
Your order was processed by Betty, ext. 109. PULLED BY _____ CHECKED BY _____									
	/FRT	MISC FREIGHT CHARGE OUTGOING						0%	\$ 0.18

Buyer agrees to pay the entire net amount of this invoice without offset or deduction. Buyer shall pay interest on any invoice not paid when due at the rate of two and one-half percent (2 1/2%) per month or such lower rate as may be the maximum allowable by law. If Buyer fails to make any payment when due, Nielsen-Kellerman may pursue any legal or equitable remedies and shall be entitled to reimbursement for costs of collection and reasonable attorneys' fees. Prices in US Dollars.

**Terms of Sale: CREDIT CARD**

**Shipment Tracking No:** 1Z2668790370280820;

Net Invoice:	189.18
Less Discount:	0.00
Sales Tax:	15.61
Freight:	9.00
<b>Invoice Total:</b>	<b>213.79</b>

Deposit paid by: 2781958941

Less Deposit:	213.79
Less Payments:	0.00
<b>Invoice Balance:</b>	<b>0.00</b>



# SERVICE ACCOUNT

- Money earned from University departments
- Rolls over year to year
- How to get events?
  - Forwarded by the sports club coordinator or sent by the department
  - Include working concessions or as ball shagger for sporting events
- Any earnings go straight into the service account
  - Same process as allocation to get reimbursed

# FUNDRAISING

- Great source of income
- We expect you to fundraise at least 20% of your budget
- Way to keep dues reasonable
- Make sure to follow fundraising handbook
  - On sport club resource page
  - Talk to your team manager

<https://campusrecreation.ucdavis.edu/sport-clubs/officer-resources>

# DONATION

## DIRECTLY TO CLUB

- Written to team's personal checking account
- No tax write off

## THROUGH UC REGENTS

- Tax deductible
- University takes 6% for processing fees
- Takes 2-3 months for funds to reach donation account

Same process as service and allocation

# BUDGET WORKBOOKS

- Due April 15th
- Details all income and expenses for that year
- Keep updated throughout year
- Sample and template on officer resource page
- Determines allocation so do good work!

# BUDGET PRESENTATIONS

- April 26th - 28th
- More details + information given out at monthly meeting (April 5th)
- Mock presentations on April 20th – can get feedback

[Screcordermanager@gmail.com](mailto:Screcordermanager@gmail.com)

## SCENARIO QUESTIONS

A player on your team has approached you about not being able to get the money for dues and therefore won't be able to pay. What can you do?

You want to get reimbursed for team equipment from your allocation account, but you never got a receipt. Can you still get reimbursed and what can you do?

Your club doesn't have enough money in the budget to buy apparel for the team and fund your trip to a tournament. What do you do?

Questions?

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