UNIVERSITY OF CALIFORNIA, DAVIS

Treasurer Training

2023 - 2024
Pro Staff:

- Deb Johnson
- Jeff Heiser
- Ben Dao
- Abby DeLa’O
- Danielle Jones
- Archie Kelly
- Shannan Rowe & Heather McGoldrick

Director, Campus Recreation
Associate Director
Assistant Director
Club Sports Coordinator
Competitive & Cal Aggie Camp Coordinator
Competitive & All Access Recreation Coordinator
Athletic Trainers
<table>
<thead>
<tr>
<th>Pro Staff</th>
<th>Sport Clubs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abby DeLa’O</td>
<td>Alpine Ski, Archery, Baseball, MW Bowling, Boxing, MW Crew, Equestrians (D, E, HJ, W), Esports, Fencing, Ice Hockey, MW Lacrosse, MW Soccer, Softball, Swimming, Water Ski and Wakeboard</td>
</tr>
<tr>
<td>Danielle Jones</td>
<td>Badminton, Climbing, Cycling, Gymnastics, MW Ultimate, Table Tennis, MW Volleyball</td>
</tr>
<tr>
<td>Archie Kelly</td>
<td>W Basketball, XC/Track &amp; Field, Field Hockey, MW Rugby, TKD, Tennis, Triathlon, MW Water Polo</td>
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</tbody>
</table>
Student Staff:

30 Supervisors
9 Managers
2 Recorder Managers
5 Recorders
## Manager Assignments

<table>
<thead>
<tr>
<th>Manager</th>
<th>Sport Clubs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jackson Cloyd</td>
<td>Archery, MW Crew, Table Tennis</td>
</tr>
<tr>
<td>Shivansh Gupta</td>
<td>Esports, MW Water Polo,</td>
</tr>
<tr>
<td>Jacob Hill</td>
<td>Softball, MW Ultimate,</td>
</tr>
<tr>
<td>Bryanna Lopez</td>
<td>Baseball, Climbing, Gymnastics, Ultimate Frisbee (helper for DUI)</td>
</tr>
<tr>
<td>Oshiogwe Nash-Haruna</td>
<td>Equestrians (4), MW Soccer</td>
</tr>
<tr>
<td>Eddie Sanchez</td>
<td>Cycling, Swim, XC/TF</td>
</tr>
<tr>
<td>Octavio Tamayo</td>
<td>MW Bowling, Ice Hockey, Tennis</td>
</tr>
<tr>
<td>Jaidyn Wallace</td>
<td>W Basketball, Boxing, Field Hockey</td>
</tr>
<tr>
<td>Joy Yang</td>
<td>Alpine Ski &amp; Snowboard, Badminton, Fencing,</td>
</tr>
<tr>
<td>Alex De La Torre</td>
<td>MW Rugby, TKD, Triathlon, Water Ski &amp; Wakeboard</td>
</tr>
<tr>
<td>Olivia Victa</td>
<td>MW Lacrosse, MW Volleyball</td>
</tr>
</tbody>
</table>
Zero Tolerance Policy

Students, by participating in the Sport Clubs program, agree to conduct themselves and their organizations in an appropriate manner. Individuals must always act as University representatives, both on and off the field of play. Failure of Sport Clubs and individuals to adhere to a responsible standard of conduct will result in disciplinary action set forth by a Coordinator.

It is against the law for student organizations to conduct “Hazing.” Violation may result in loss of Sport Clubs’ status, action by Student Judicial Affairs, and/or referral to local law enforcement agencies.

- Absolutely no hazing in any shape or form
- Stop Hazing Google Drive
- Stop Hazing UCD Page
Do Sports Easy (DSE)

ALL PARTICIPANTS MUST:

- Pay Fusion fee through CR website

AND UPLOAD THESE TO DSE:

- Physical signed and completed by NP, PA, MD
- Concussion Safety Training (only contact sports)
- Baseline Concussion Test (only contact sports)
2 Week Waiver

- Waives all requirements (Fusion dues, physicals, DoSportsEasy, etc.) for two weeks

- Requirements become due two weeks from signature
  - Officers - please be aware of the “new deadline” and keep participants accountable

- Participants using waiver can only go to practices, not games/meets
Duties and Expectations

Treasurer

- Creating and maintaining a budget
- Managing accounts
  - Club’s account, allocation, service, and donations
- Submitting check requests
- Submitting budget workbooks
  - NEW: fall and winter workbooks
- Budget presentations (April 29th-May 1st)
- Follow deadlines - COMMUNICATE!
How to Use Your Money
Checking Account - Under Club’s Name

- Outside checking account - YOUR MONEY!
  - Club dues and fundraising money goes into your checking account
  - YOU are in charge of responsibly managing this account
- You can use your debit card for purchases or write a check from your team account
  - You CANNOT take cash out of the ATM
  - We DO NOT reimburse to individuals (NO VENMO)
How To Buy Something Using UC Davis Accounts!

1. Buy it with your club card (NOT personal)
2. Submit a “Check Request Form” on DoSportsEasy to request a reimbursement out of your allocation, service, or donation account
3. Cash the check
Check Request Form

Must Have:
1. Paid Invoice
2. Bank Statement

Once a check request is submitted they cannot be edited or deleted.

If a mistake was made email srecordermanager@gmail.com

Check Requests must be done based on type of expense: i.e. all their equipment purchase separate from travel expenses.
Example Paid Invoice

Make sure all purchases are made under the club’s name and with the club card. If not, reimbursements will not be approved.

In some occasions, you might have to ask vendors for the zeroed out invoice.

Proof of payment
### Example Bank Statement

**Club Name**: Luc Davis Women's Crew

#### Uncollected funds

- Total: $0.00

#### Account activity

**Showing**: All debit transactions

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 21, 2021</td>
<td>NIelsen Kellerman 800-784-4221 PA 04/20 (.9580)</td>
<td>Card</td>
<td>-$9128</td>
</tr>
<tr>
<td>Apr 19, 2021</td>
<td>NIelsen Kellerman 800-784-4221 PA 04/18 (.9580)</td>
<td>Card</td>
<td>-$213.79</td>
</tr>
</tbody>
</table>
Different Types of Accounts

Allocation
- Money from UC Davis
- Use it or Lose it

Service
- Money from working jobs through other campus orgs
  - ICA events
  - Earnings automatically deposited into acct.
- Rolls over

Donation
- Donations made through website or checks written to UC Regents
- Tax deductible
- Univ. gets 6% for processing
- 2-3 months to get reimbursed thru donation acct.
- Check directly to club if no tax write off
## Which Account Should I Use?

<table>
<thead>
<tr>
<th>Use Allocation, Service, and Donation Account for the following items:</th>
<th>You CANNOT use your Allocation Account for the following items:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
<td>Awards</td>
</tr>
<tr>
<td>Approved Travel Expense</td>
<td>T-Shirts</td>
</tr>
<tr>
<td>Facility Rental Expense</td>
<td>Coach’s Stipends</td>
</tr>
<tr>
<td>Conference League Dues</td>
<td>Banquets</td>
</tr>
<tr>
<td>Team Entry Fees</td>
<td>Food</td>
</tr>
<tr>
<td>Officials’ Fees</td>
<td></td>
</tr>
<tr>
<td>Uniforms</td>
<td></td>
</tr>
</tbody>
</table>
Do Not touch the Add Transaction Button!
- This will automatically alter their budget even if their request hasn’t been approved yet. If they touch it they might not receive a reimbursement for their expenses.
Budgeting, Fining, & More!
Budget Workbooks

• Documents that YOU fill out that shows:
  ◦ Money in
  ◦ Money out

• Used to determine allocation funds for next year

• There are three budget workbooks due every year:
  ◦ Fall - money in/out for just fall quarter (NEW)
  ◦ Winter - money in/out for just winter quarter (NEW)
  ◦ Annual - money in/out for the entire school year - due at end of spring

• Update REGULARLY to avoid having to compile many transactions at the end of the quarter
Fines

- All fines must be paid within a week of notification.
- Failure to pay fines in a timely manner will result in suspension of practice.
Aggie Points - NEW!

- New system for clubs to earn extra money for doing “good” things (opposite of fines!)
- We track points, which later translate to money, based off of:
  - Attendance at meetings
  - Turning in paperwork ON TIME
  - Hosting study halls
  - Supporting other clubs at their home events
  - Etc.

Encourage your team to fulfill all Aggie Points criteria! This is easy, extra money for clubs to earn!
Communication is KEY!

1. Communicate with your managers
   - One officer is required to meet with your managers 1-2x a month
2. Familiarize yourselves with your resources
   - a. Officer resource page
   - b. Sport Clubs Handbook/Cheatsheet
   - c. DoSportsEasy
   - d. Newsletter/socials
3. We are here to help you but you have to COMMUNICATE clearly and timely
4. HAVE FUN!