

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**



# Pro Staff Assignments

Pro Staff	Sport Clubs
Abby DeLa'O	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
Danielle Jones	Badminton, Climbing, Cycling, Gymnastics, MW Ultimate, Table Tennis, MW Volleyball
Archie Kelly	W Basketball, XC/Track & Field, Field Hockey, MW Rugby, TKD, Tennis, Triathlon, MW Water Polo



# **Student Staff:**

**30 Supervisors**

**9 Managers**

**2 Recorder Managers**

**5 Recorders**



# Manager Assignments

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



## Club Conduct

## Hazing Policy

# 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](#)



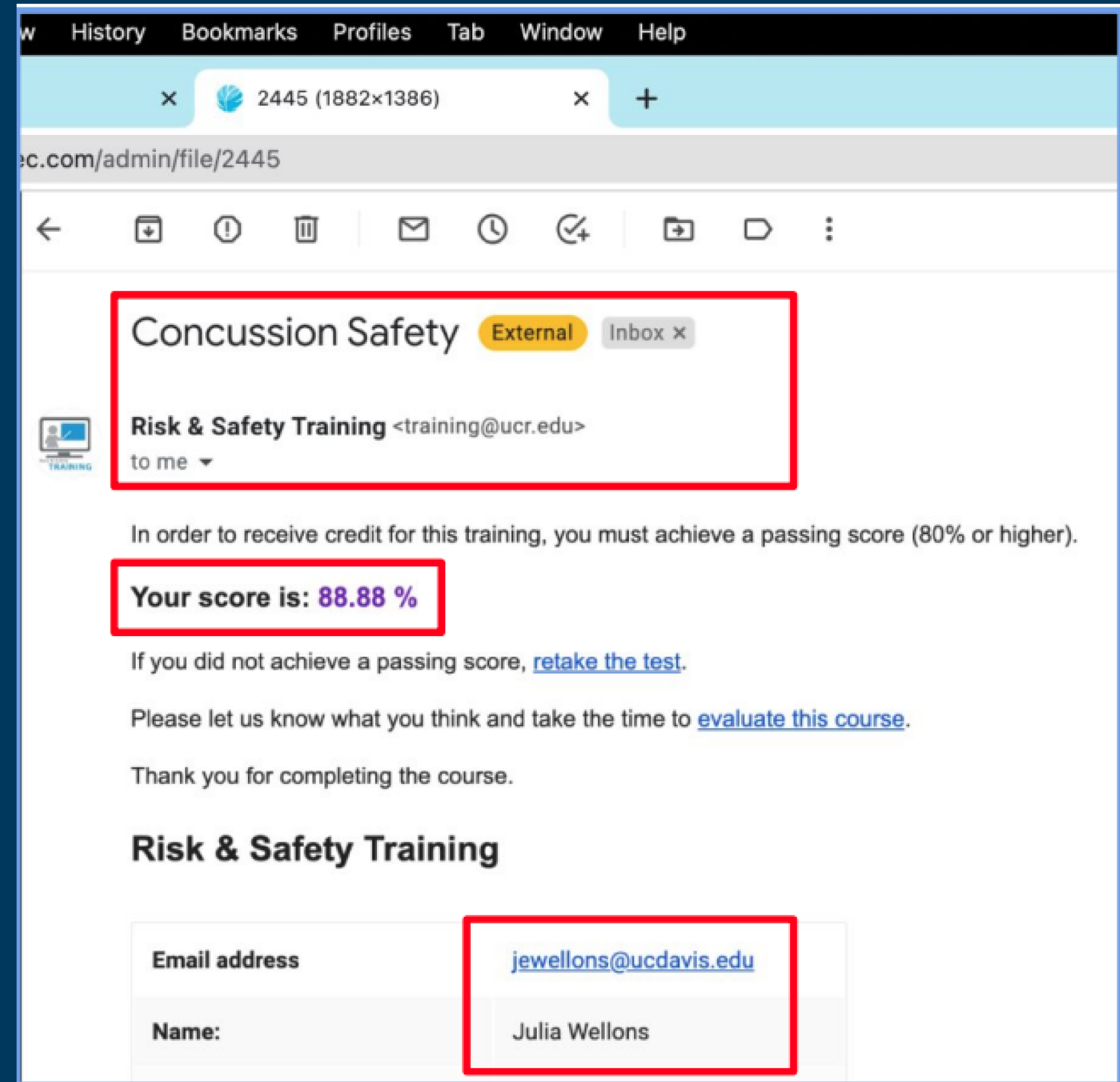
# Do Sports Easy (DSE)

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

Group Name:  Please Print

GROUP WAIVER

**Acknowledgement of Understanding:** I acknowledge that I have read the attached *Waiver of Liability, Assumption of Risk, and Indemnity Agreement* and fully understand its terms. I affirm that I am voluntarily participating in the  and further acknowledge that I know, understand, and appreciate the inherent risks of the . I assume full responsibility for any and all injuries or damages which may occur to me as a result of the inherent risks associated with .

<input type="text"/>	<input type="text"/>	<input type="text"/>
Print	Sign	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Print	Sign	Date
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Print	Sign	Date





# 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!



A blue tiger mascot, likely the UC Davis mascot, is shown from the chest up. It is wearing a blue jersey with "UC DAVIS" and the number "68" in white. The mascot has its right paw raised near its face. The background is a blurred crowd of people, suggesting a game or event. The entire image has a blue color overlay.

# 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  
[screcordermanager@gmail.com](mailto:screcordermanager@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

<b>Bill To:</b> UC Davis Women's Rowing 1850 Hanover Drive Apt 121 Davis, CA 95616 United States		<b>Club Name</b>	<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	
<b>Phone:</b> <b>E-Mail:</b> stgodden@ucdavis.edu <b>Ship VIA:</b> UPS Ground						

PromiseDate	Item	Unit	Odr'd	Shipped	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.

<b>Terms of Sale: CREDIT CARD</b>  <b>Shipment Tracking No:</b> 1Z2668790370280820;		<b>Net Invoice:</b> 189.18 <b>Less Discount:</b> 0.00 <b>Sales Tax:</b> 15.61 <b>Freight:</b> 9.00 <b>Invoice Total:</b> 213.79	
Deposit paid by: 2781958941		<b>Less Deposit:</b> 213.79 <b>Less Payments:</b> 0.00 <b>Invoice Balance:</b> 0.00	

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

TOTAL BUS CHK (...9128) | See full account number >  
LIC DAVIS WOMENS CREW

Available balance

Present balance

Club Name

Available credit

Available plus credit

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	<div>Highlighted Charge</div>
Apr 19, 2021	NIELSEN KELLERMAN 800-784-4221 PA 04/18 (...9580)	Card	-\$213.79



# 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?

Use Allocation, Service, and Donation Account for the following items:	You CANNOT use your Allocation Account for the following items:
Equipment	Awards
Approved Travel Expense	T-Shirts
Facility Rental Expense	Coach's Stipends
Conference League Dues	Banquets
Team Entry Fees	Food
Officials' Fees	
Uniforms	



Season

2022 - 2023 ▾

SC Budget

Line		Starting Funds (\$)	YTD Income (\$)	YTD Expense (\$)	Balance (\$)
Allocation			0.00	0.00	
Service			0.00	0.00	
Donation			0.00	0.00	
Total			0.00	0.00	

+ ADD TRANSACTION

Show: 10 ▾

Search

Line	Date & Time	Description	Amount (\$)	Actions
No Transactions				

Showing 0 to 0 of 0 entries

&lt; &gt;

# 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.



A blue bear mascot, likely the UC Davis Grizzly Bear, is shown from the chest up. It is wearing a blue athletic jersey with "UC DAVIS" and the number "68" in white. The bear has its right paw raised near its face. The background is a blurred crowd of people, suggesting a game or event. The entire image has a blue color overlay.

# 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!