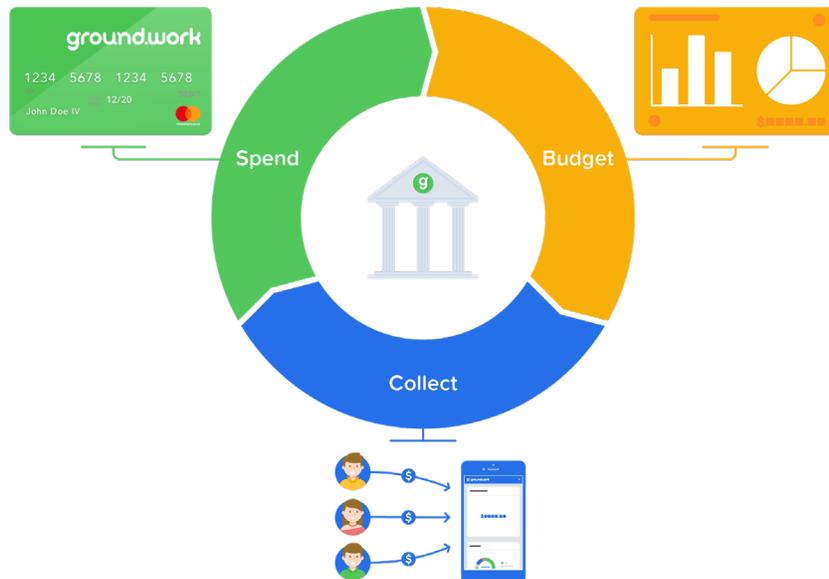


ground.work

# Team Treasurer Manual

Managing your team finances with Groundwork



Updated June 2020

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Reconcile Income

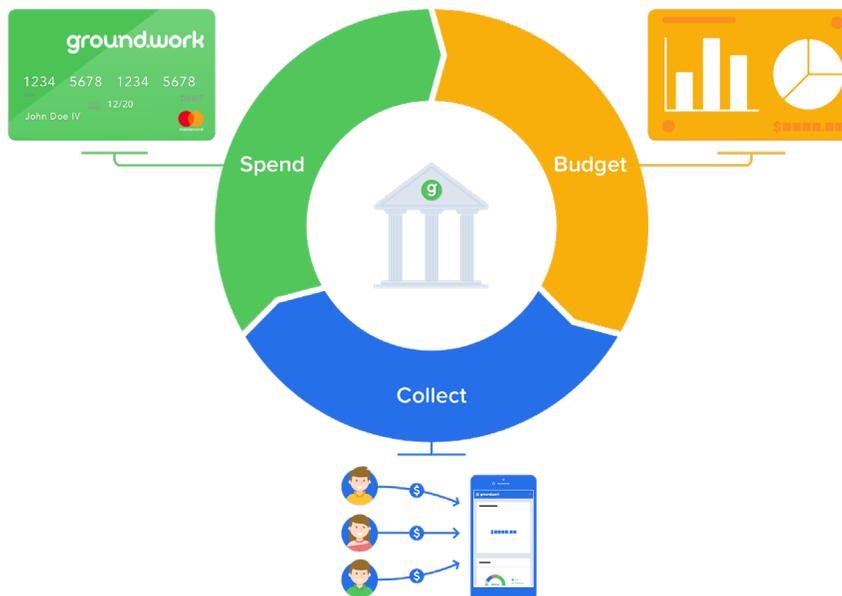
Reconcile Expenses

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# Overview

Thank you for volunteering to manage your team's finances! This is an important role for your team, and we rely on volunteers like you to support the team.

Our club uses Groundwork to make it easy for you to manage team funds and shield you from liability. Groundwork is an online bank account for your team with built-in online payments so families can pay dues electronically (for free) directly into your Groundwork account.



This guide will walk you through the step-by-step process of setting up your team in Groundwork. It also includes our club's policies for handling money. Please read it completely.

## What is Groundwork?

Groundwork is your team's bank account - you can receive payments and make deposits in your account.



Accept online card and bank payments from parents  
Deposit offline payments like checks and cash



Keep track of all income and expenses in one place  
Eliminate personal liability by using the club's official account for handling team money

## How it works

Our club will set up a Groundwork account for your team and add you as a *team assistant*. You will receive an email invitation and be asked to sign up.

Your Groundwork team account is then set up to begin collecting payments.

## Tips in this guide

Throughout this guide, you'll see the following tips and guidelines.

 **Club Policy.** This is our club's policy. You may only deviate from it if you have written permission from the club.

 **Best Practice.** We strongly recommend these practices to make your job easier.

 **Checkpoint.** You'll need to complete these items before you're able to advance to the next step.

 **Deadline.** You need to complete these items on a deadline.

 **Pitfall.** These are common pitfalls and mistakes we see treasurers make.

## How to get help

### Getting help from our club

Your contact at our club is:

Kay Luzius  
[kayluzius@arlingtonsoccer.com](mailto:kayluzius@arlingtonsoccer.com)

When to contact us:

- You have questions about club policy
- You need help or advice working with families

### If you need help using Groundwork

First, read this document completely and complete the Groundwork tutorial presented to you when you first access your team in Groundwork.

If you still need help, contact the Groundwork support team using the *chat widget* on the Groundwork website or email [support@ground.work](mailto:support@ground.work).

## Club Policies Summary

- All teams are required to use Groundwork to manage team finances. Never deposit funds into any other bank account.
- All team deposits need to be tracked in Groundwork. This means nearly all transactions must occur using Groundwork.
- All families are required to pay team dues electronically through Groundwork.
  - Never accept payments by PayPal, Venmo, etc.
  - Families can request an exemption to pay by cash or check and you will be notified if it is granted.
  - Do not accept cash or check payments from families who have not received this exemption.
- Reconcile all income and expenses monthly to the monthly Quickbooks detailed report

### Cash Policies

- Only handle cash when absolutely necessary
- When you receive cash, **first deposit it into your Groundwork account** and do not keep it “on hand” for spending. This is important to ensure we have a complete

record of team funds and there is a transaction in Groundwork that can be reconciled.

- Depositing cash:
  - Complete a Deposit slip and submit to the office for Deposit

## Process Summary

- Establish Budget – determines per player fee for year
- Create team payment schedule in Groundworks AND Publish it
- Bulk upload players & parents' emails (this will create the payment schedules for all uploaded players automatically)
- Make any necessary adjustments/credit payments to individual player accounts as needed for any prior year credits
- Ensure all Financial Aid players payment schedules have been adjusted per the FA Guidance
- Send an email to parents regarding the team budget, anticipated cost per player and pending invite to Groundworks for payment
- Send out invitations to team parents
- Reconcile income and expenses monthly to the Quickbooks report to ensure fees are collected and expenses are not greater than budget

# Team Setup Checklist

In order to get your team setup in a timely manner so that you can collect dues and pay for expenses, please complete the following items by the dates listed.

Action Item	Complete By	Status
<b>Account Signup</b>		
<b>Sign up to your Groundwork digital bank account</b> You will receive an email invitation from Groundwork to sign up as a <i>Team Assistant</i> .		
<b>Team Setup</b>		
<a href="#"><b>Step 1: Budget for the season</b></a> Create your team's budget for the season.		
<a href="#"><b>Step 2: Set up payments</b></a> Set up a team payment schedule and player payment plans.		
<a href="#"><b>Step 3: Add prior year credits</b></a> Add any prior year credits to each team member to reduce amount owed due to carryover funds		
<a href="#"><b>Step 4: Get families signed up</b></a> Families will need to sign up to Groundwork and pay their deposit by this date.		
<b>During the season</b>		
<a href="#"><b>Step 5: Reconcile income and expenses</b></a> Reconcile income and expense transactions against your budget and Quickbooks Report monthly.		

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## Step 1: Budget for expenses

The first thing you need to do is create your team's budget at the beginning of the season.

When you're budgeting, follow these guidelines:

1. Create initial draft budget using the Arlington Soccer budget template
2. Frontload fee collection to maintain positive cash flow
3. Overestimate expenses
4. Financial Aid Players – Please refer to the detailed information in Team Treasurer Guidance on Financial Aid players

This will help minimize frustration with families, so they know what to expect at the beginning of the season and they won't feel like you're constantly asking for money.

### Update your budget throughout the season

If you have new anticipated expenses, add budget items throughout the season so you know how much more to collect and can track your actual expenses against your budget.

## Step 2: Budget for dues (income)

**Team Payment Schedule** ×

This is the default payment schedule for all players on the team. Parents will be billed on the Due Date.

Payment Schedule					
Payment Description	Due Date	You Receive	Fees ?	Parent Pays	Optional?
Team Dues Deposit	06/01/2020	\$250.00	\$0.00	\$250.00	Required
July Team Dues	07/01/2020	\$200.00	\$0.00	\$200.00	Required
August Team Dues	08/01/2020	\$200.00	\$0.00	\$200.00	Required
Showcase Entry Fee	08/15/2020	\$50.00	\$0.00	\$50.00	Required

[Put Payment Schedule in Edit Mode](#)

### Create a payment plan

Based on your budgeted expenses for the season, plan out how much money you need to receive and when in order to pay your team's expenses.

1. Get money in earlier than you need it (some dues may be paid late)
2. Collect more than you need initially (some payments may be missed or you may lose a player)

Sometimes you won't know your expenses all up front. Try to budget for as much as possible. When new expenses are anticipated, you can update your budget and add dues throughout the season.

### Setup the payment schedule

The *payment schedule* in Groundwork is the standard set of payments that you plan to collect from each player throughout the season. Add each payment as a separate installment in the payment schedule, along with the billing date for each payment. The billing date is the date the parents will actually be charged for the payment through the system.

If you don't know all of the payments ahead of time, fear not - you can still [add payments mid-season](#). **Be sure to *Publish* your payment schedule before adding players.**

Financial Aid players must be treated as indicated in the Treasurer's Guide for Financial Aid players. Only those players whose fees are greater than what is already being collected need to be sent invites; otherwise, they will end up paying their team fees twice.

**⚠ Pitfall.** Set up your payment schedule in Groundwork first, *then* add players. This will automatically give players a copy of the payments in the payment schedule when you add them. That way you don't have to set them up one-by-one.

## Add players and send invites

After you publish your payment schedule, you can then start [adding players](#) to your team. When you add them to the team, the payment schedule will automatically be added to their account. You then have the opportunity to [customize player payments](#) as needed. **Financial Aid players fees must be customized given how most of their fees are collected. Please refer to the Treasurer's guide to Financial Aid players.** The Groundwork help section can guide you through unusual cases like allowing [two parents to pay](#) separately for one player.

Once you've added players, customized their payments **AND** added any prior year credits, you can send email invitations for them to sign up. Each family will receive a private invitation to sign up for their payments which only they see.

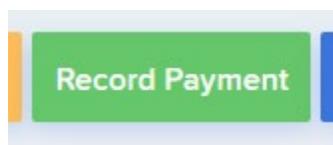
## Step 3: Add Prior Year Credits

Individual credits must be recorded as a “cash payment” to each player's account that has a prior year credit. These should be recorded with an annotation of “20xx/xx team fee credit” in the memo line. Any prior year credits should be applied to the initial payment request.

**⚠ Pitfall.** Not all players may have a credit and some players may have a different amount than others.

Apply any credits to the player's account as a cash payment using the following steps:

1. Click on the green button that says "Record Payment".



2. The Check payment comes up as the default, so you need to click on the Cash tab.



3. Add your payment details for the player and include "20xx/xx team fee credit" as the payment memo.

Once you have done this, the credits will show in the "Paid" column of your team overview page, and the reduced amount that those families owe as a result of having a 2019/20 credit will show in the "Upcoming" column.

## LATE CREDITS

The steps below indicate how you should handle the late credits for players who have already paid their team fees in full. Send an email to any parent in this situation to give them a heads up before doing this so they are aware of the situation.

1. Add a new payment to their player account using the description "Additional 20XX/XX team fee credit". The payment should be for the exact amount of their credit.
2. After you add the payment, you will then Record the credit payment to it using previously provided instructions about applying credits as an offline Cash payment.

**GOAL.** All money paid into your team account via 2020/21 family payments, 2019/20 credits and 2020/21 FA transfers will show up in your Groundworks team page. It will be clear as to which families have paid in more due to these late credits or rollover credits for all families including FA families. This will make it clear any credit for the following year after expenses are paid by all players

## Step 4: Get Families Signed Up

Player Roster <span style="background-color: #007bff; color: white; border-radius: 50%; padding: 2px 5px;">3</span>						
<input type="checkbox"/>	Player	Status	Paid	Processing	Upcoming	Past Due
<input type="checkbox"/>	Johnny Jones	Not Signed Up <span style="background-color: #28a745; color: white; border-radius: 10px; padding: 2px 5px;">Current</span>	\$0.00	\$0.00	\$700.00	\$0.00
<input type="checkbox"/>	Rowan McLoughlin	Not Signed Up <span style="background-color: #28a745; color: white; border-radius: 10px; padding: 2px 5px;">Current</span>	\$0.00	\$0.00	\$700.00	\$0.00
<input type="checkbox"/>	Sammy Parret	Not Signed Up <span style="background-color: #28a745; color: white; border-radius: 10px; padding: 2px 5px;">Current</span>	\$0.00	\$0.00	\$700.00	\$0.00

Select... Apply

Getting families signed up to Groundwork is the most important thing you can do to minimize your workload as a treasurer. Families who sign up are able to manage and pay their dues through an online portal and receive automatic reminders about new payments that you add. Groundwork also sends automatic reminders for upcoming and past due payments so you don't have to.

**👉 Club Policy:** Our club's policy is that families are required to sign up to Groundwork and pay their dues online. If a family is unable or unwilling to pay online, they must receive an exemption from the club in order for you to accept cash or check payments from them. Never accept electronic payments outside of Groundwork.

Once you send email invitations, families will be able to sign up on Groundwork, add a payment method and pay their dues. Families can pay for free with their checking account or pay by card and pay additional card processing fees. There are no processing fees for the team. Families can also choose to enroll in automatic payments for the dues or pay them all up front. If they choose to enroll in automatic payments, families can turn-off autopay after they sign up.

## Depositing cash and checks

In the event you receive a check or cash, a deposit slip should be completed and the funds along with the deposit slip mailed or dropped off at Arlington Soccer office.

**⚠ Pitfall.** Checks should be made payable to **CLUB LEGAL NAME**, not to the name of the team.

## Payment processing times

Electronic card and eCheck (ACH) payments and check deposits clear within 2-3 business days.

## Returned items and chargeback fees

### Returned items

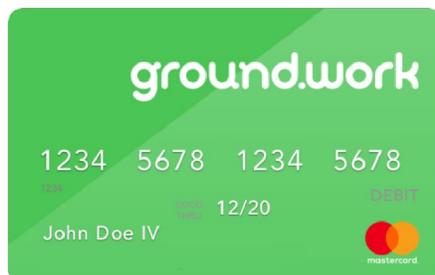
ACH transactions or mobile deposits that are returned for any reason (e.g. insufficient funds, payment stopped, incorrect account and routing number, etc) will incur a \$25 bank fee. Groundwork automatically adds \$25 to the player's invoice to help recoup this cost to the team the next time they pay.

### Card chargebacks

While rare, card transactions can be disputed by the payer and the funds are automatically removed by the card network. Chargebacks incur a \$25 fee. To avoid chargebacks, it's important to work closely with families when they request a refund or if they leave the team unhappy.

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## Step 5: Pay for expenses



### Expense Reimbursements & Check Requests

Expense Reimbursements and Check requests may be submitted either via email to [expenses@arlingtonsoccer.com](mailto:expenses@arlingtonsoccer.com) or mailed to the Arlington Soccer office. Forms must be completed electronically ensuring all information is complete and accurate. Supporting documentation must also be provided (cancelled checks, credit card statement or invoice).

Teams requesting expenses to be split, should clearly indicate the amount for each team to pay. Only one check will be issued for the event, so please coordinate with the other teams to ensure the coach and/or parent is reimbursed the full amount at one time.

### Keep your receipts

## Step 6: Reconcile income and expenses

Expenses	Spent	Budget
▶ Administrative Expenses	\$2,000.00	\$3,750.00
▶ Coach Reimbursement	\$250.00	\$750.00
▶ Tournament Fees	\$2,000.00	\$3,000.00
▶ Travel	\$2,326.03	\$2,226.03
Unreconciled Expenses	\$436.33	
<b>TOTAL</b>	<b>\$7,087.36</b>	<b>\$9,726.03</b>

 **Club Policy:** Reconcile your transactions on a monthly basis. It should only take you a few minutes.

### Reconcile Income

When families pay electronically through Groundwork, the transactions that appear in your bank ledger in the *Team Banking* tab are automatically reconciled against the player invoices in the *Collections* tab.

If you deposit checks or cash, these transactions will initially appear with a yellow highlight indicating that they are *unreconciled*. You can reconcile these transactions to the relevant player invoice by clicking the button to the right of each transaction in the bank ledger.

### Reconcile Expenses

Record the actual expenses in your budget document to ensure incurred expenses have been paid. This way you can track your actual spending against your budgeted spending and find any variances that may create issues if the expense was more than budgeted.