



Guide for Travel Team Treasurers

Arlington Soccer Association (ASA)

Updated July 2018

Roles and responsibilities of the Team Treasurer include: developing and implementing a budget for the Team, managing the Team's account and *Team Fee's* budget, as well as collecting team funds, assisting in the collection of player club and team fees and handling reimbursements and payments for team expenses. The Team Treasurer is responsible for reporting Team and Club financial status at regular Team Parent meetings or via email communication.

Costs to play travel soccer include items such as: Coaching salaries, field fees, state/league fees, referee expenses, club administration costs, team equipment (first aid kits, game balls, etc), tournament fees, coach travel expenses, STAR referee expenses, and uniforms. Currently ASA travel soccer families pay these fees in two ways. One amount is called the "club fee" (travel program fee) and this money is paid to the club, the remaining fees are paid to the team account and this is called a "team fee". For a breakdown of these fees please see the document titled ["Club and Team Fees: What's Included"](#)

TRAVEL TEAM ACCOUNTS

The club has established accounts for each travel team. These accounts are called "team accounts." To comply with IRS regulations ASA travel teams should NOT set up their own bank accounts. **Team** money must go into and out of the team's account (not through families'/team manager's personal accounts). Money enters a team's account by team fees paid by families, team fundraising money, team donations, etc. Money flows out of team account via check requests and reimbursements.

Each month, around the 20th, you will receive a report on the status of your team account. Please be sure this report reconciles with your records. Statements will reflect any balance transfers for players with the amount per player, the player's initials and the team the funds are being transferred from.

TEAM FEE'S BUDGET

The club's senior Technical (coaching) staff will establish a yearly game plan for each team. A Yearly Plan lists all the tournaments and other events (i.e. State Cup, Team Camps, Showcases, etc) the team will be participating in during the coming year. Teams are responsible for applying to these required events. Any additional events must be approved by the team's Age Group Director (AGD) BEFORE the team applies for the event. Once a team's Age Group Director (AGD) has approved a team's tournament plan treasurers will have a starting point for drafting a team budget.

Team Fee budgets should be drafted as soon as the team is formed. Treasurers will utilize the club's **Team Fee Budget template** to draft their budget. This can be found on the [Treasurer page](#) under Team Management.

When establishing a Team Budget keep the following principles in mind:

- Cover expenses upfront. There should be no unexpected need to collect money from families during the year
- Front load budget. If team fee is broken into two payments the first one should be a greater amount.
- Cash flow needs to be sufficient enough to meet team's commitments.
- Maintain a contingency amount for emergencies/unexpected expenses

It is always easier to include it in the budget up front, rather than ask for additional funds later!

Once a year-long team budget is established divide expenses by the number of players on the team. The resulting number is the amount each player owes as their *Team Fee*. **Every player pays the same Team Fee (i.e. if a player cannot attend a tournament, money for the tournament fee is not deducted from the player's team fee). All players by committing to the team are committing to all activities of the team. Thus, all families will share in the team expenses equally.**

Share team budget and *Team Fee* at Team Meeting or via email. Let your team know that the team budget is available for review at any time upon request. You want to be open with the team finances.

- No treasurer should impose a budget/fee schedule on the participating players/parents without first going over the budget with all interested stakeholders.
- Once your proposed budget is complete, and it has been presented to the team, your team must vote to approve the projected budget and fee schedule.

Note about Traditional Travel Soccer Financial Aid: Players who have been awarded ASA travel soccer financial aid receive aid that covers a portion of their travel club/program fees and one uniform kit & t-shirt. The families are then responsible for paying the remaining balance of their travel program (club) fees and **ALL** their team fees. I'd like to repeat this important note: Players are responsible for the full amount of their team fees.

The team manager and/or treasurer can work with the family regarding the plan for paying team fees. Some players awarded aid can pay their full team fees on time, others need an extended payment plan to pay team fees and some families might need assistance via fundraising or other means to make their team fee payments. **Please DO NOT waive the team fee for a player.** This sets a dangerous precedent in future years and goes against the ASA Club commitment the family agreed to when accepting an offer.

While families awarded traditional financial aid are responsible for all TEAM fees they do pay these TEAM fees via two routes.

1. ASA collects a financial aid players club fees and then adds on the cost of a **portion** of their team fees. This portion of the team fees paid to the club by players awarded financial aid will be turned over to their team to assist in paying their team fees. Payments vary based on age group and tier:

(Age Group)	Amount club collects per player awarded aid and passes on to team
(9U –12U)	
Tier 9U-12U - All Teams	\$300
(13U-14U)	
Tier 1 - Red Team	\$500
Tier 2 - White Team	\$400
Tier 3 - Blue & Black Teams	\$300
(15U-19U)	
Tier 1 - Red Team	\$600
Tier 2 - White Team	\$400
Tier 3 - Blue Team	\$300
Development Academy	
All teams	\$200

Payments passed on from the club will be made twice a year, **once in the fall (approximately mid-October) and once in the early spring (approximately mid-March).** Each of the two payments to the team will be 50% of the amount listed in the chart above. Any remaining team fees are the responsibility of the player's family. The club will only pass on money that has been collected. If players do not pay their fees to the club or are behind in payments this will affect the amount and timing of the disbursements of money to the team.

2. The remaining team fees, above and beyond the amount list above is collected directly from the family by the team.

Final note about financial aid. Players may receive assistance on paying their club fees from many other sources. Some players seek out scholarship awards and personal/private donations. While the money the player receives from these sources might be assisting them in paying their travel program fees, this money is not part of the travel soccer financial aid program. Often parents will refer to any money received from any source as "financial aid" and this can cause confusion. The list of players in the email sent to each team in late June are the players awarded money from the travel soccer financial aid fund. If in doubt, please ask.

DEPOSITS, CHECK REQUESTS and REIMBURSEMENTS

All financial forms can be found on the ASA website on the [Team Management page](#) under the Forms heading. Please fill and check the appropriate boxes. The forms are set to auto calculate the totals to limit errors and the typewritten form is much easier to read. The form can then be printed and either mailed or dropped off at the office or scanned and emailed to expenses@arlingtonsoccer.com. **NO HANDWRITTEN FORMS WILL BE ACCEPTED.** All forms will need to be completed electronically.

Deposits – Complete Deposit Slip and submit with checks. **DO NOT** staple checks to the form. Please ensure checks are all one direction. While the preference is for teams to make one large deposit (not 18 individual ones) deposits should NOT be held by teams, please process all deposits in a timely manner (i.e. within two weeks of receipt) as ASA cannot deposit a check that is older than three months. Deposits can be mailed or dropped off at the ASA office and include the completed and printed deposit form.

Check Requests – Complete the Expense Form and staple back-up material (invoice or event registration form) to the form. Check requests can be scanned and emailed to expenses@arlingtonsoccer.com, mailed or dropped off at the ASA office. Please allow seven (7) days for processing. If check request is urgent please be sure to indicate this on the form.

Expense Reimbursements - Complete the Expense Form and staple all receipts (store receipts, hotel bills, etc) to the form. Reimbursements **MUST** have all attached documentation to be processed. Check requests can be scanned and emailed to expenses@arlingtonsoccer.com, mailed or dropped off at the ASA office. Please allow seven (7) to ten (10) days for processing.

Documentation is required for all requests to transfer money out of a team's account. **Documentation is a receipt, cancelled check and/or credit card or bank statement indicating payment.**

CHECK REQUESTS FOR TOURNAMENTS

Please coordinate with your Team Tournament coordinator who will handle paying for tournaments.

There are two ways to pay for a tournament:

1. The team either submits an Expense Form to pay the tournament fee directly from the team account or to reimburse someone who paid the Tournament registration fee.
2. If a tournament is willing to invoice our club because we are sending many teams to their tournament you will not need to pay the tournament entry fee when your team registers. A list of tournaments that are willing to invoice our club is posted on the [Team Management](#) page under the Treasurer heading. The list may change as the year progresses so please consult the list throughout the year. Each of the listed participating tournaments sends ASA an invoice for the registered ASA teams AFTER the tournament application closing date. Be sure your team account has enough money to cover the expense. Many Tournaments offer a discounted rate when a club sends a certain number of teams, so be sure to check your account statements when the club check payment goes through and adjust your budget numbers as needed.

END OF YEAR

At the end of each soccer “year” in June teams need to plan for their remaining team account fees.

- Checks will only be issued to families that are leaving the ASA Travel program completely.
- Take the total amount left in the team account and divide by the number of families, this is your fee per player “credit amount”. If a family is leaving the club in June, the family will be written a check for this calculated amount. For all other players, the team fee “credit amount” will stay in the team account to be used toward the next year’s team fees, or be transferred to the new team account if the player moves from one ASA team to another.
- Transfers between teams due to player movement should be communicated to both the parents and the team managers/treasurers. If a player leaves one ASA travel team and moves to another, this is an easy transfer from the ASA accounting side and requires good communication so everyone is aware of what has been “prepaid” for the upcoming year through the transfer.

TIPS

- Record/Track all incoming and outgoing transactions to your team account. You should establish a file/folder to keep important information.
- Keep all receipts you receive for any transactions you make. For on-line transactions keep/print a copy of the email.
- Make a copy for your files of all Financial Paperwork Submitted (Check Requests, Expense Reimbursements).
- If others on your team are submitting Check Requests and or reimbursements require that either they send everything to you to submit, carbon copy you when submitting forms/requests electronically or provide you with a hard copy of anything they have submitted.
- It is recommended that at least twice a year you send your Team fiscal statement to the team for review
- Let your team know that the team budget is available for review at anytime upon request. You want to be open with the team finances.

FORMS

- **Deposit Slip (can be found on the Forms page)**
- **Expense Form (can be found on the Forms page)**

REFERENCE MATERIAL – [Travel Policy Page](#)

ASA Business Travel Policy (outlines reimbursable coach travel expenses)

QUESTIONS?

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