



Team Treasurer Guidance – Revised August 2020

Team Budget/Collection of Team fees

The Budget should be developed based on a yearly team plan. Please coordinate with the coach and Team Manager to ensure all anticipated costs are included. This is the second year in the uniform cycle year – only NEW teams should budget for a guest kit. Check with your Uniform Coordinator for budget information. Expect the team to order at least one if not two guest kits especially at U13 and older.

Arlington Soccer will be continuing Team Fee collection via Groundworks. The system allows families to pay their team fees online using either a credit card or e-check. Only team fees processed through the office will be families who pay in cash or outside fundraising funds using a completed deposit slip.

Team fees and year-end transfer credits and refunds will only be collected/dispensed in whole dollar amounts. Teams fees should be collected in intervals appropriate to the anticipated cash flow with teams typically collecting a deposit, Spring Fees in February and if needed winter fees in November. Initial payments should be made in August or September at the latest. You may determine whether to use a 2 or 3 installment plan (most teams will use 2) based on your team budget. Extended payment plans for team fees can be set up for individual families if needed. If you have any ARL Financial Aid players, please refer to the separate document on handling FA player team fees.

Don'ts

- DON'T wait until end of season/year to submit all expenses at once - Submit expense requests timely. Fall expenses should be submitted at the end of the Fall season.
- DON'T give cash gifts. EOY gifts should be done with gift cards or tangible goods.

Do's

- Clearly identify team name by Birthyear, Gender and Color on all Forms and Communications
- Ensure Form is completed in full electronically – any box in Orange needs to be completed
- Expenses paid by multiple teams - Clearly identify teams and amounts to be split
- Receipts –if sending electronically, please use a pdf converter (CamScan, Mc Scans, Iscanner). If you must photograph receipts, please use a **WHITE** background
- Submit forms electronically to expenses@arlingtonsoccer.com; Direct follow-up questions to kayluzius@arlingtonsoccer.com
- **REVIEW each monthly statement** for errors and ensure expenses have been processed – Check against your budget ensuring all anticipated expenses have been paid and that expenses were not underestimated.
- Arlington Club tournament checks - Elite Tournaments (and many others – check the website) will invoice Arlington for all participating teams. Coordinate with the Team's Tournament Coordinator to ensure they register your team properly (i.e. use the pay by check option) so that your team is included in the invoice. Please note these tournaments will still send payment due notices. If you have confirmed Arlington is being invoiced, please disregard these notices.

More detailed information can be found here:

<http://www.arlingtonsoccer.com/programs/travel/team-management/treasurer>