



Redlands AYSO Financial Policy for Extra Teams

1) Extra teams must have a treasurer or team manager (not the coach) to handle the team's finances.

2) Extra teams manage their team finances through the region's treasurer and all team funds will be deposited with the region treasurer.

3) Collecting funds

i) ALL team funds, including additional region registration dues, team monthly dues, sponsorships, fundraising income, etc., must be verified by two people present when the funds are turned in.

ii) The region will provide receipt books to any team that will be collecting funds. Receipt books must be signed out, indicating the receipt numbers contained in the book. All receipt numbers must be accounted for.

iii) Team treasurers must complete a pre-numbered triplicate receipt for funds received, indicating who paid the funds, (and if applicable, on behalf of whom), what the funds are for, amount received, and whether paid by cash/check, and if by check, include the check number.

iv) The white copy of the receipt will go to the person turning in the funds. The canary copy of the receipt will be attached to the deposit slip to be turned in to the region treasurer, and the pink copy is to be kept by the team treasurer.

4) Deposits

i) The deposit verification form on the Redlands AYSO website under "Important Documents" is to be completed for all deposits.

ii) The deposit form must be signed by two representatives from the team before being submitted to the region treasurer.

iii) The team treasurer will also include the receipt numbers included in the deposit on the form. iv) All funds received must be submitted to the region

treasurer within two days of receipt. v) When the region treasurer receives the deposit, the funds will be verified, and the region treasurer will complete a receipt to give to the team treasurer, indicating that the funds were received by the region.

5) Check request

i) Extra teams may request a check for payment of a tournament entry fee, a bill paid directly to a vendor for a team expense, or to reimburse the coach, team manager, team treasurer, or other designated team parent for funds spent on purchases for the team.

ii) The check request form on the Redlands AYSO website under "Important Documents" is to be completed for all check requests.

iii) Invoices or receipts must be provided with the check request. A check will not be disbursed without proper documentation of expenditures beforehand.

iv) Checks will only be issued to the extent that funds are available in the team's account. An Extra team will not be able to request funds in excess of their team's account balance.

6) The region treasurer will provide the coach, team manager, treasurer, and Extra Coordinator with a monthly accounting of the balance in the Extra team's account.

7) Fundraiser

i) Extra teams must obtain approval from the regional commissioner to hold a fundraiser.

ii) Fundraisers held by Extra teams may not be in direct conflict with the fundraisers held by the Cultural Exchange Team.

8) Team account

i) EXTRA team account funds cannot exceed \$4000

ii) Extra teams are required to use their funds deposited during the season, and any team account balances remaining after June 30th of each calendar year will become the funds of the region. Balances may not be carried over into the next calendar year.