



Team Treasurer Information

The Team Treasurer is appointed by the Team and is responsible for managing the team's finances. The Team Treasurer reports to the FCA Club Treasurer, Carsten Thode. The Team Treasurer is only responsible for funds associated with team members.

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Requirements for Team Treasurer

- Experience and access to MS Excel required (help can be provided)
- E-Mail address required
- Strong organizational skills and follow-up skills
- Must comply with the WSYSA Risk Management requirements.

Duties of the Team Treasurer

1. Open a "team [checking account](#)" at a commercial financial institution
2. Manage team funds
Team funds include fees for league fees, tournaments, team coach and assistant coach (if applicable) reimbursable expenses (hotel, meals and travel costs), and general team expenses (team equipment). FCA Club funds are used to reimburse coaches for mileage based on IRS guidelines.
 - a. Note: Players who are receiving scholarships or hardship funding are considered confidential information. Players that receive a scholarship are still responsible for team fees and uniform costs. The scholarship covers club fees and coaching fees.
 - b. Audits of your accounting will be done 2 times in a playing year. Audits will need to include each month's bank statement.
3. Account statements
Each player's family is to receive a statement of the Team Account and the individual player account status at the end of August and at the end of the soccer year when the team disbands. Statements should show what monies have been collected throughout the year and how it was disbursed.

Checking Account

- The Checking account must be non-interest bearing.
- Account name shall not include "FC Alliance," "FCA," nor "NYSA."
This also means that you cannot use FCA's Tax ID number.

- However, you may have checks pre-printed with your name and then your teams name, as follows:

Jane Doe
FC Alliance G95 Gold

- Check with local banks for best monthly fee. Most banks do not have programs for sports teams; however, you should be able to find a checking account with a minimal monthly charge based on your activity. Check your local bank first; it may be possible to set up a second account at a non-monthly rate if you are a 'good' customer.
- Set up the checking account as soon as possible and communicate your estimated fees to your team manager so you can collect the expenses from the players. For example, monthly dues (if any) and check charge (if checks are ordered).

Purpose

1. The "Team" checking account should be used for team expenses and team fees
2. The "Team" checking account may NOT be used for retaining money raised from team fundraising.
3. Each team is required to zero-balance their NYSA/FCA held Team account at the end of each season. Any money left in the NYSA/FCA held Team account at the end of the FCA Fiscal Year will be forfeited to FCA. If you plan on returning as the team treasurer you can leave a minimum amount in the account so that you don't need to re-open the next soccer season.

NYSA/FCA Held Team Account

Purpose

NYSA holds all funds collected by a team from fundraising activities in an NYSA/FCA held Team Account.

The purpose of this is to document that funds raised and matching funds are used for activities and not simply to raise money, which would violate our tax exempt status.

To access these funds, the Team Treasurer or the Team Representative shall submit a properly completed "FCA Team Expense Report Form" along with copies of appropriate receipts documenting the expenses claimed. These should be submitted to the FCA Treasurer either by email or mail. Do not send them to NYSA!

This form is available on the FC Alliance website, www.FCAlliance.com under Team Management, Forms

Scholarship Players

All players, including scholarship players, should be contributing the same amount to the Team Funds. They also are responsible for any uniform expenses. This is communicated to the parents/guardians of all scholarship players at the time of scholarship approval.

The Treasurer should take care in not identifying the scholarship players. That said, if you do have a scholarship player who is not able to make the payment in full they can elect to pay over a number of months.

FC Alliance Club Treasurer Contact Information

Carsten Thode

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