



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.

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.

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 Gold '95

- 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 FCA/NYSA held Team account at the end of each season. Any money left in the FCA/NYSA held Team account at the end of the FCA Fiscal Year will be forfeited to FCA.

FCA/NYSA Held Team Account

Purpose

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

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

FC Alliance Club Treasurer Contact Information

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