



FC TUCSON

Treasurer Training

- **PLEASE PICK UP HANDOUTS AND SIGN IN**

I'M THE TREASURER WHAT SKILLS DO I NEED?



- Discretion
- Extremely organized.
- Good understanding of accounting and bookkeeping.
- Great communicator and proficient with email.
- Strong personality for collecting fees and adhering to the budget.



WHAT DO YOU DO NOW?



- ✓ Meet with coach and manager
- ✓ Determine what tournaments/leagues you will play in
- ✓ Create a budget.
- ✓ Become familiar with forms
- ✓ Set up your accounting system for each player and team.
- ✓ Create a “sweep” report.
- ✓ Set up your procedures of collecting checks and making deposits (2x mo)

CREATING A BUDGET-VERY IMPORTANT!



To create a budget you must know how many players are on your team. The budget should reflect how much it will cost the team to operate, and how much each player will owe.

You must meet with your coaches and manager to decide the following:

- What tournaments you will go to and the registration fees for each one.
- What the estimated coaches travel expenses will be. Hotel, Gas, Rental Car, Food, Airfare, Parking, etc.
- How the team will travel. Vans, Bus, Hotel, Food, Gas, Airfare, Parking, etc.
- What league the team will play in. Referee fees? Travel Expenses?

CREATING A BUDGET



Common EXPENSES to put in your budget-

- Tournament Fees (varies)
- Club Sponsor Donation (\$300 for white, \$500.00 for black and red)
- League Referee Fees (varies... ~\$40.00/game)
- League Travel Expenses
- Club Sweep

CREATING A BUDGET



Common INCOME to put in your budget-

- Referee Fees
- Tournament Fees
- Sponsor Donations
- Fundraising Activities

YOUR READY TO CREATE YOUR
BUDGET!

[Budget Calculator](#)

FORMS AND PROCEDURES



There are 3 forms you will need to become very familiar with-

- Check and Cash Deposit form.
- Credit Card Deposit and Credit Card Information Sheet
- Check Request form

SET UP ACCOUNTING SYSTEM



Set up your system for tracking Team and Individual Player Balances

- **Team accounting should be simple and straight forward...much like a checking account ledger. At the end of the month Wolfgang will give you a transaction report for you to double check your balances.**
- **Player accounting should be specific and allow for monthly invoicing and statements. Encourage parents to pay for several months at a time after you have your budget.**

Team Accounting

Player Accounting

CREATING A “SWEEP REPORT”



What is a sweep?

- The sweep is the difference between what you are **SUPPOSED** to receive in coaching fees each month, and what your Head and Assistant coaches get paid.
- This amount is “swept” out of your team account at the end of each month by Wolfgang to cover GK training, techno/plyo training, and field use/light fees.



Sweep Report

SPONSOR DONATIONS



- **Sponsor donations are funds that are given to the club/team/player without any service or product in return.**
- **A sponsor donation should be deposited with the check/cash deposit slip and accompanied by the Sponsor Donation Form.**

Sponsor Donation Form

FUNDRAISING



- Fundraisers are coordinated events whereby the money taken in is directly linked to services or products.
- A separate fundraising report must be sent to Wolfgang for EACH AND EVERY fundraiser performed during the year.

Fundraising Report

FEES FOR 2018

U7-U12 (2012 to 2007) - Preacademy (old dev. Program)

U7 and U8 players – (2011-2012) practice 2x a week – 7 month season

Registration is \$120 -- can apply for scholarship

Uniform is \$80,

Coaching fees are \$60 a month

U9-U10 players (2009-2010)– practice 3x a week – 9 month season

Registration is \$150

Uniform is \$80

Coaching fees are \$80 per month

U11-U12players (2007-2008)– practice 3x a week – 9 month season

Registration is \$200

Uniform is \$165

Coaching fees are \$90 per month

U13 and above (2006 to 2000)

Competitive – Black is the high team, Red is second team

U13-U14 – practice 3 x a week -- 9 month season --Black, red and white teams

Registration is \$250

Uniform is \$165

Coaching fees are \$100 per month

U15 and older – practice 3x a week -- 6 month season -- Black, red and white teams

Registration is \$250

Uniform is \$165

Coaching fees are \$110



***THANK YOU IN
ADVANCE FOR YOUR
SERVICE TO THE TEAM.***