Sport Clubs

Alpine Ski & Snowboard
Aikido
Badminton
Ballroom Dance
CUT
Equestrian
Eclipse
Men's Hockey
Karate
Womxn's Hockey
Womxn's Lacrosse
Men's Lacrosse
Womxn's Rugby
Men's Rugby
Nordic Skiing
Sailing
Syzygy
Table Tennis
Water Polo
Tennis

Treasurer Guidebook
Sport Club Office
Recreation Center
501 Three Oaks Drive
Northfield, MN 55057

Email: achaput@carleton.edu
Phone: 507-222-4483
Fax: 507-222-5550

Sport Club Philosophy
The philosophy of the Sport Club program is to promote health, physical well being, and the acquisition of physical skill development. The Sport Club program is part of the Physical Education, Athletics, and Recreation Department (P.E.A.R). Sport Clubs are designed to serve individual interests in different competitive sports and recreational activities. These interests can be competitive, recreational, or instructional in nature. Clubs may represent the college in competition and/or may conduct intra-club activities such as practice, instruction, social and tournament play.
OFFICER RESPONSIBILITY

Listed below are the individual officer responsibilities when it comes to finance. Treasurers should communicate this list to other officers to ensure that everyone is on the same page.

**Treasurer Responsibilities**
- Update and maintain the club’s primary account ledger.
- Prepare, sign-off on, and turn in all financial requests.
- Schedule treasury meetings as needed.
- Oversee the preparation and submission of the club’s annual budget/allocation requests.
- Ensure the club’s spending does not exceed the club’s income.
- Work with other coordinators and officers to be sure that their responsibilities coincide with the treasurer’s responsibility is to the Sport Club Program.
- Communicate information to instructors/coaches about the College’s financial policies and guidelines.
- Uphold College, P.E.A.R. Department, and Sport Club Program policies and procedures in relation to spending.

**President**
- Understanding the club’s budget and financial procedures.
- Backing up the club Treasurer’s decisions and respecting all due dates and timelines.
- Overseeing all club officers and ensuring that they are fulfilling their responsibilities in relation to any financial procedures.

**Travel Coordinator**
- Work to provide Treasurer with housing, event registration, and transportation plans at least three weeks in advance of activity.
- Having a general understanding of club spending procedures, due dates, and timelines.
- Meeting with the club Treasurer regularly to schedule any necessary financial arrangements or payments.

**Safety Coordinator**
- Having a general understanding of club spending procedures, due dates, and timelines.
- Communicate facility needs to treasurer in a timely manner.
- Coordinate facility payments/rentals with treasurer.

**Coach/Instructor**
- Communicating any spending ideas to club Treasurer and President prior to making any financial arrangements.
- Allowing the club Treasurer to take care of **all** financial transactions.
- Support the club Treasurer’s decisions.
TREASURER TRAINING

Club Treasurers are required to attend this training at the beginning of Fall term. During these meetings, the Treasurers and Sport Club Director will review this guidebook and any information relevant to the operations of club teams, as well as give time for discussion and clarification of any financial questions.

COLLEGE ACCOUNT DESCRIPTIONS

College Account
This is the club’s only financial account. Sport Clubs associated with the Sport Club Program receive access to this account due to their status with the P.E.A.R. Dept. and access to CSA allocated funding. With this status, clubs have chosen to fulfill the Sport Club Program’s request that all financial transactions be made through this account.

WHY?
⇒ It simplifies the club budget planning process.
⇒ Provides a ledger monitored by the College.
⇒ It’s where the club’s allocation is deposited.
⇒ It has a variety of methods of withdrawing money for purchases.

Other Accounts are UNACCEPTABLE
Other accounts not listed previously are considered un-authorized. This can include out-of-pocket transactions, saving cash for future purchases, or fronting money for a purchase without the Sport Club Director’s approval.

Using an unauthorized account may result in a spending freeze, fines, or program suspension.
INCOME

Each club has a different way to generate income to run their club. Clubs are encouraged to be creative with their fundraising endeavors, but it is imperative that club officers work with the Sport Club Program Director ahead of time to be sure that the time and effort of creating the income are in line with College policy.

Admission and Fees

• Can charge: Event registration fees (i.e.: if you hosted 2 teams in your sport for games/matches on our campus and charged each of them a monetary amount for participating).

Apparel

• This includes the sale of clothing, either for profit or to simply cover its expense.

***If the club is interested in selling apparel for profit, they should first meet with and receive approval from the Sport Club Director.

Donations

• Money the club receives without having to provide a service or product in return.
• This is soft money, or money that the club cannot rely on as a stable source of income.
• All donations given to a Sport Club are tax-deductible donations.
• All donations must be noted on the Deposit Request and will be deposited into the club’s College account.
• C.A.I. website—online donation option where individuals can donate to enhance the athletic experience of all athletes at Carleton (Varsity, Club, and IM).
• If donors inquire about giving directly to your club, please contact the Sport Club Director for more details.
• Clubs are not permitted to use individual or outside methods for collecting donations (ex. Gofundme pages). We have a structure in place, with guidelines, for which individuals may donate money to club teams. Talk to the Sport Club Director for details and questions regarding donations.

Dues

• Annual or semester club membership dues: Payments made to the club by club members in order to participate in club activity.
• Event Dues: Payments made to the club by club members in order to cover their portion of the travel or event expenses.

Off and On-Campus Fundraisers

Off-campus fundraising includes virtually all fundraising done by clubs, except fundraising for which the club will receive a check from the College. All fundraisers must be approved by the Sport Club Program staff prior to the club’s participation in the event or activity. Clubs must turn in a Fundraising Proposal Form to begin the review process.
ADDITIONAL FUNDING REQUEST

All clubs have the opportunity to request additional funding throughout the course of the school year via the Sport Clubs Executive Council. As one of 23 clubs sponsored by P.E.A.R Department, this avenue is your direct source for obtaining additional funding. **DO NOT** go to CSA for additional funding during the school year, as they will not fund your request.

The Sport Clubs Executive Council has small pool of funds available through support from the Carleton Athletic Initiative. With this support, the council is able to help support a variety of special needs and opportunities that come up during the school year. Clubs are permitted to receive up to $1000 in additional funding every 2 years. Previously this fund was primarily for emergencies, but now it has a broader reach to include but not limited to:

- Safety Initiatives
- Additional travel opportunities
- Clinics
- Unusually high travel costs
- New Equipment
- Additional practice opportunities

If you have something you are interested in pursuing additional funds for, go to the Sport Clubs Website, then under Officer Forms click on the Additional Funding request form. Fill out this form, turn it in to Aaron and then your club leaders will be invited to the next council meeting to present your funding request. The Sport Clubs Executive Council typically meets on a bi-weekly basis.
DEPOSITING INCOME

All club income must be deposited into its College managed account. There are no exceptions to this rule. Treasurers must fill out a Deposit Request Form for all deposits. Other officers are not allowed to fill out deposit forms in place of the Treasurer.

Deposit Request Form

This form must be completed and filled out correctly. All money will be deposited in the club’s College account. It is important that the club indicates if the money deposited is Dues, Fundraising, Donation, or Other by noting this in the descrip online. The description line should always include the who, what, where, why, and when of the money being deposited. All money should be turned into the Sport Club Office as soon as possible after it is received.

<table>
<thead>
<tr>
<th>Cash</th>
<th>Checks</th>
<th>Credit Cards</th>
<th>Total Deposit</th>
</tr>
</thead>
</table>

Gift Acknowledgement needed: Y  N

<table>
<thead>
<tr>
<th>Description</th>
<th>Fund</th>
<th>Source</th>
<th>Dept</th>
<th>Object</th>
<th>Amount</th>
</tr>
</thead>
</table>

TOTAL DEPOSIT

1. Write your club name on the top of the form.

2. List the amount of money for each check or cash (credit not an option).

3. Write the name of the person who gave the club a check, or “cash.”

4. List the purpose of the money (List the name of the fundraiser, or give any more info needed).

5. Make sure to include what the funds are from (Dues, Fundraiser, Donation, Other).

6. Provide complete account number (FUND 10 Source 0000, Dept., Your Account #, and Object {I fill this in}).

7. Total your whole deposit.

8. Return signed form to Sport Club Director’s Office, Rec Center 105.
EXPENSES

Making a request to spend money out of the club account is simple, but proper planning must occur in order for the payment to be processed in a timely manner. An Expense Request Form must be filled out by the Treasurer for all expenses at least two weeks before payment is due. Other officers are NOT allowed to fill out Payment Request Forms in place of the Treasurer to ensure that the Treasurer’s ledger is accurate. The Payment Request Form should be completely filled out each time it is turned in. If it is not complete, it will be immediately returned to you and will need to be submitted again. If a payment is late because of this, it is the responsibility of the club and of you as a Treasurer.

Spending money from the College account

Clubs must submit an expense request to the Sport Club Program Director in order to spend money from the club’s College account. College account expenditures allow the club to use the credit card or check to make a payment.

1. Write your club name and date in the upper right hand corner of the document.

2. Fill out the Vendor (Pay To) information on the form. Always write out the complete & accurate address.

3. Review checklist to ensure compliance.

4. Explain the purpose of the purchase, IN DEPTH! Answer all the 5 W’s.

5. Provide entire account number (FUND 10 Source 0000, Dept., Your Account #, and Expense code from bottom grey box).

6. Attach an invoice or another type of documentation of the purchase to the form.

7. Turn the form into the Sport Club Director.
**Sport Club Credit Card**

This is the most commonly used method to pay for an expense. Once an expense request has been approved by the Sport Club Program staff, the program’s credit card may be used to pay for the purchase.

The treasurer must set up a meeting with the Sport Club Program Director to make a credit card purchase. If a meeting is not set up prior to coming into the office, the club will not be able to make their purchase.

*All credit card expenses will be withdrawn from the club’s College account.*

*Documentation showing the proof of purchase is required to be submitted to the Sport Club Director.*

**College Check**

Once a payment request has been approved, the program Director will process the paperwork to the College Business Office on behalf of the club. This process can take up to 2 weeks or more. This method of payment is frequently used, but the program credit card is the preferred method.

**Reimbursements**

Reimbursements should be the last resort when planning club purchases and payments. An Expense Report must be submitted and reimbursements are only authorized by the Sport Club Program Director PRIOR to any purchase or payment being made. Reimbursements must be submitted within **3 days** of the purchase and can take up to two weeks to process.

*Club members cannot be reimbursed for personal vehicle gas purchases (mileage only)!*

**How to make an Expense Report:**

*Before beginning please make sure that you have a pdf of your receipt and a pdf containing proof of your sport club treasurer approving your reimbursement request*

1. From the apps menu on Workday (top left) click expense
2. Select Create Expense Report
3. Go to Program and type in your club name
4. Click okay
5. Select expense lines
6. Upload a pdf of your receipt AND a pdf sent to you by your team treasurer approving the expense reimbursement
7. Enter your expense item - click on By Expense Item Group and find the category that best describes your expense
8. Fill out the quantity and per unit amount (more details below)
9. Under memo explain what the expense is for *include the why, where, and when in as much detail as possible*
10. Select Submit!

Click [here](#) to view more detailed instructions and faq
TYPES OF EXPENSES

**Equipment Purchase**
Equipment for club-use must be purchased from the club’s College account. A payment request is required and should be turned in to the office prior to making any arrangements with vendors.

**Uniform Purchase**
Clubs are encouraged to coordinate uniform purchases as a group. Uniforms purchased with club team funds are property of the College and carried over from year to year. Uniform purchases in which participants keep the merchandise can be made, but the cost of the uniform must be built into individual player dues collected.

**Referee Payment**
In order for a referee to be paid, the club must have the referee sign and complete a W-9. This form can be picked up in the Sport Club Office or on the “Officer Page” of the Sport Club’s website. After the form is filled out by the referee, the Treasurer will turn it into the Sport Club Office along with a payment request form and appropriate documentation.

**Airplane Tickets**
Clubs need to begin their planning process early if they plan to purchase plane tickets. Clubs may contact travel agents to make a group ticket purchase or purchase online. Ask the Sport Club Director for more information about airplane ticket purchases.

**Hotel Reservations**
- The Sport Club Program has an account for each club set up through LUCID TRAVEL, for which all hotels and flights may be booked with an opportunity to receive “cash back” for each reservation. This is not a “required” vendor, but a preferred option. See Aaron for additional questions on utilizing this option.
- Clubs can use the Sport Club Program credit card for hotels and these reservations may be made online as well as by a phone call.
- Hotel reservations can be first HELD on an individual’s credit card to ensure the club gets the rooms they want. However, **make sure that the hotel is able to switch the reservation** from the individual’s credit card to the Sport Club card.
- Immediately following the reservation, an expense request should be completed by the treasurer and turned in to the office.
- The Treasurer or Travel Coordinator must set up a meeting with the Sport Club Director to switch the credit card information.
- Hotel reservations must be made **at least 1 week** before clubs stay at the hotel.
- If you need assistance securing hotel rooms for your team, please contact the Sport Club Director for assistance
- Hotel receipts must be turned in the Monday after returning from a trip!
**Vehicle Rental**

- See Campus Service’s web page for mileage costs. Clubs do not have to submit a payment request form for Campus Services vehicle rentals, as this expense is automatically debited from your club’s College account upon returning.
- Vehicle rentals from outside companies still require a payment request form and documentation (receipt). The college has a contract with Enterprise.
- Make sure you are incorporating your fleet vehicle expenses into your club’s running ledger. Estimates can be established by determining the amount of miles your club is traveling to and from a destination.
- Vehicle rental rates through Campus Services can be found by accessing their website: apps.carleton.edu/campus/fleet/cost/

**BUDGET PROCESS**

The budget process is a mandatory activity that all Sport Clubs must participate in. This process sets a tentative club budget for the upcoming school year. This allows:

- New officers to get an idea of what they need to plan for and accomplish.
- The Sport Club Executive Council and Director to determine an appropriate allocation amount.
- The P.E.A.R. Department and Sport Club Director the ability to evaluate information regarding club performance and plans.

**Steps to the Budget Process**

1. **Budget Training**
   - This is a mandatory training session for the club Treasurer. This training session will take approximately one hour and will guide the club officer through the due dates, guidelines, definitions, and details of the budget planning process.
   - Other club officers are encouraged to attend, but it is not required.

2. **Budget Preparation**
   - The budget preparation step is a group process where the entire club develops its goals and plans for the upcoming year.
   - The budget template will be distributed to the club’s Treasurer at the budget training session, but is similar to the club’s working budget. Feel free to ask for your club’s copy of the current year’s budget at any time from the Sport Club Director.

3. **Budget Review and Final submission**
   - The Sport Club Program Director and the Sport Club Executive Council will review budgets after the due date has passed. Recommendations and requests for clarifications will be made.
   - Clubs will have at least one week to revise the budget according to recommendations of the
staff. Clubs can choose not to make the recommended changes, but this is not advised. To complete this step of the process, clubs must submit their updated budget form to the program staff by the set due date.

4. Allocation Announcement

• The annual allocation will be announced at the end of the Spring Term. This will take place after the Sport Club Executive Council has formally presented its final allocation recommendations to the Sport Club Director for review.
• Once the Sport Club Director has approved the council’s decision, an email indicating the details of the allocation and its terms will be distributed to the clubs.