Sport Clubs



Treasurer Guidebook

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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 (PE.A.R). Sport Clubs are designed to serve individual interests in different competitive sport 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 office 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 what the treasurer's responsi
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 procedur

Travel Coordinator

• Working to provide the Treasurer with housing, event registration, and transportation plans at least three weeks in advanc
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 the treasurer in a timely manner.
• Coordinate facility payments/rentals with the treasurer.

Coach/Instructor

• Communicate any spending ideas to the 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 training at the beginning of Fall term. During these meetings, the Treasurers and Spo
Director will review this guidebook and any information relevant to the operations of club teams, as well as give time for d
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 accoun
status with the PE.A.R. Dept. and access to CSA-allocated funding. With this status, clubs have chosen to fulfill the Sport C
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 unauthorized. This would include any outside bank accounts, Venmo o accounts, or anything in which club funds are not properly being deposited into or spent out of your college-approved acco include out-of-pocket transactions, saving cash for future purchases, or fronting money for a purchase without the Sport Cl 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 help support financial operations. Clubs are encouraged to be creative fundraising endeavors, but it is imperative that club officers work with the Sport Club Program Director ahead of time to b 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 ar 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 S 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 gift account. (c
transferred to general operating account for immediate use)
• Athletics and Recreation website—online donation option where individuals can donate to enhance the athletic e
athletes at Carleton (Varsity, Club, and IM).
• If donors inquire about giving directly to your club, they are able to do so via the Sport Club website.
• **Clubs are not permitted to use individual or outside methods for collecting donations** (ex., GoFundMe page
structure in place, with guidelines, for which individuals may donate money to club teams. Talk to the Sport Club
details and questions.

Dues

• Annual or semester club membership dues: Payments made to the club by club members in order to participate in
This can be done on the Sport Club website.
• Event Dues: Payments made to the club by club members in order to cover their portion of the travel or event exp
fees/dues: for information on how to set up a registration page for your event, please contact the Sport Club Direct

Off and On-Campus Fundraisers

Off-campus fundraising includes virtually all fundraising done by clubs, except fundraising for which the club will receive
the College. All fundraisers must be approved by the Sport Club Program staff prior to the club's participation in the event
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 20 clubs sponsored by PE.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 requ**
The Sport Clubs Executive Council has a small pool of funds available through support from the Carleton Athletic Initiativ
funding. With this support, the council is able to help support a variety of special needs and opportunities that come up dur
year. Clubs are permitted to receive up to $1000 in additional funding every 2 years. Previously, this fund was primarily fo
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 the Sport Club Director, 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.

CARLETON COLLEGE
DEPOSIT

Cash _____ Date _____
Checks _____
Total Deposit _____

Gift Acknowledgement needed Y_____ N_____

Note: Please use a spend category OR a Revenue Category

Description	Fund (Ex. Operations)	Cost Center	Spend Cat.	Revenue Cat.	Amount
				TOTAL DEPOSIT	

Deposited by_____ Phone _____
(print name)

DEPOSITING INCOME

All club income must be deposited into its college-ma
There are no exceptions to this rule. Treasurers must
Deposit Request Form for all deposits of cash or chec
officers are **not** allowed to fill out deposit forms in pl
Treasurer. Ideally, treasurers should not have to colle
from team members, as on the Sport Club website the
Club Participant Dues
option to make payments to your specific clubs direc

Deposit Request Form

This form must be completed and filled out correctly.
be deposited in the club's College account. It is impo
club indicates if the money deposited is Dues, Fundra
Donation, or Other by noting this in the description o
description line should always include the who, what,
and when of the money being deposited. All money s
into the Sport Club Office as soon as possible after it

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

2. List the amount of money for each check or cash (c
option).

3. Write the name of the person who gave the club a c
Or include attached list of names and dues amounts.

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

5. Provide complete account number (FUND *Operations* Cost Center, Revenue Category {I fill this in}).

6. Total your whole deposit.

7. Return signed form to Sport Club Director's Office, Rec Center 105.

EXPENSES

Making a request to spend money from the club account is simple, but proper planning must occur in order for the paymen processed in a timely manner.To request payment for an expense, simply email the Sport Club Director for approval, and i needed to move forward with making a purchase. Other officers are NOT allowed to make this request in place of the Trea that the Treasurer's ledger is accurate.

Spending money from the College account

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

Sport Club Credit Card

This is the most commonly used method to pay for an expense. Once an expense request has been approved via email by th 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 mee up prior to coming into the office, the club will not be able to make its 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 Busin behalf of the club. This process can take up to 2 weeks or more. This method of payment is frequently used, but th card is the preferred method.

Reimbursements

Reimbursements should be the last resort when planning club purchases and payments. An **Expense Report** must and reimbursements are only authorized by the Sport Club Program Director PRIOR to any purchase or payment b 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 a Reimbursement Expense Report:

*Before beginning, please make sure that you have a PDF of your receipt and a PDF containing proof of your sport club tr

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 reimbursemer
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 the 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 t
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 the proper
College and carried over from year to year. Uniform purchases in which participants keep the merchandise can be made, bu
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. Email the Sport Club Director the
official, as well as their email address, and a secure electronic W-9 form will be submitted for them to fill out. After the fo
by the referee, the Treasurer will turn in the payment request form and appropriate documentation for payment to the indiv
services.

Airplane Tickets

Clubs need to begin their planning process early if they plan to purchase plane tickets. Clubs may contact travel agents to n
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 m
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 pho
• When reserving hotel rooms via online web platforms, always be certain to list the number of guests per room for your st
4 students staying in a room, do not select 1. We have had instances where rooms have been canceled because of this.
• Hotel reservations can be first HELD on an individual's credit card to ensure the club gets the rooms it wants. However, r
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 offic
• The Treasurer or Travel Coordinator must set up a meeting with the Sport Club Director to switch the credit card informa
• Hotel reservations must be made **at least 1 week** before club's 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 Serv
rentals, as this expense is automatically debited from your club's College account upon return.
• Vehicle rentals from outside companies still require a payment request form and documentation (receipt). The college has
Enterprise.
• Make sure you are incorporating your fleet vehicle expenses into your club's running ledger. Estimates can be establishe
determining the number 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/

BUDGET MANAGEMENT

1. Search "Departmental Budget vs. Actual (Detail)"
    a. Only viewable by club treasurers
    b. Access to view will be given once treasurer training attended
2. Look up club in Cost Center / Program
3. For Period (select All Periods → FY2027 → Fy2027 - 12 - Jun)
    a. This provides full view of whole year
    b. You can look at previous years by selecting a different year. Ex. FY2026 for last year
4. View current budget
5. Track current expenses
6. Club leaders will be able to review all expenses for their group

Once you attend treasurer training, you will also be given access to a spreadsheet to track expenses, this is highly recomm
budget tracker

- Ensures that your expenses are on track with your budget
- Particularly important if you have many.expenses throughout the year
- Can be really helpful if you are doing a funding reallocation request(justification)

Tax Exempt Purchases

Carleton College is a tax exempt institution, meaning that we are not able to purchase items that include tax. The College h
tax free accounts with the following companies which make purchasing much easier for everyone involved: Amazon, Cub
Discraft, Sticker Mule, Target, Walmart, Dollar Tree, Menards, and Joanne's. If you want to place an order from a busines
currently have a tax-free account for, please note that you will need to purchase the item(s) on your personal card and then
reimbursement via WorkDay, however, you will not be reimbursed for any tax included on your order. As a reminder, all r
come from your clubs account so please check in with your team leaders before making purchases on behalf of your group

BUDGET PROCESS

The budget process is a mandatory activity that all Sport Clubs must participate in. This process sets a tentative club budge
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 are to determine an appropriate allocation amount.
- The P.E.A.R. Department and Sport Club Director have the ability to evaluate information regarding club perfor
  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 hou
     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 upcomin
   - The budget template will be distributed to the club's Treasurer at the budget training session, but is similar to the
     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 ha
     Recommendations and requests for clarification will be made.
   - Clubs will have at least one week to revise the budget according to the recommendations of the staff. Clubs can c
     make the recommended changes, but this is not advised. To complete this step of the process, clubs must submit th

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 I
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 allocatio
will be distributed to the clubs.