

# Team Accounts

2014 / 2015

# Purpose of Team Accounts

Team Accounts are used to manage team related expenses.

- Tournament registration
- Coach travel (outside of Region A)
- Player travel
  - Not required for most teams. Players travel is usually handled by individual families
  - As teams get older and travel becomes more complex, teams may choose to make team arrangements & process payments thru account
- Other team related expenses

# Managing Finances

Understand your team's tournament & travel requirements for 2014/2015

- Calculate tournament registration fees
- Estimate costs of away games
  - Teams are not required to pay for coach travel *inside* of Region A
  - Region map located at [www.fysa.com](http://www.fysa.com) (About/Directory/FYSA Club Directory)
- Coach travel expenses
  - Hotel
  - Per Diem @ \$35 per day for ANY day of travel
  - Mileage @ .55 per mile from home field
  - Airfare
- Include other team expenses as needed
  - Referee fees for scrimmages
  - Additional league fees not covered by Weston FC
  - Team events, etc.

# Team Budget

- **Budgets provide organization & help manage financial plans**
  - Examples and help available if needed
- **Determine funds needed and timeline**
  - Know when payments for tournaments and travel are due
  - Allow time for requesting payment, mailing checks, etc.
  - Round & “pad” payments requested from parents so team funds are readily available
- **Communicate with parents**
  - Keep parents well informed of costs
  - Schedule installment payments
  - Communicate payment timeline well in advance
  - Spread out to ensure costs are covered when needed

# Deposits

- **Deposit form**

- Complete in full. All information required.
- Do not mail checks without form
- Form available online at [www.westonfc.org](http://www.westonfc.org)
- Mail / deliver deposit to club mailing address on form
- **DO NOT MAIL CASH**
  - Please convert to a personal check or have parents provide a money order or cashiers check

- **Availability of funds**

- Weston FC must have at least one week for funds to be deposited and clear bank



# Requesting Payments

- **Check Request**
  - Used for paying outside vendors & personal reimbursements
  - Include receipts
  - Manager approval required
  - Form available online at: [www.westonfc.org](http://www.westonfc.org)
- **Expense Reimbursement**
  - Used for Coach travel & related expenses
  - Complete for coach or have coach send form to you
  - Manager approval required
  - Form available online at : [www.westonfc.org](http://www.westonfc.org)
- **Mail / deliver to club mailing address on form**
  - Allow at least one week for processing



Integrity • Dedication • Success

### Team Account - Check Request Form

Date: \_\_\_\_\_

GIRLS

BOYS

Team Age \_\_\_\_\_ and Year \_\_\_\_\_ Black/White/Blue/Gold/Grey/Green (circle one)

HEAD COACH \_\_\_\_\_ MANAGER \_\_\_\_\_

<b>Check Payable to:</b>	
<b>Address:</b>	
<b>Amount of Check:</b>	
<b>Description of Expense:</b>	
	<b>PLEASE INCLUDE DETAILS AND/OR RECEIPTS</b>

THIS FORM MUST BE COMPLETED & SIGNED BEFORE A CHECK WILL BE ISSUED.

\_\_\_\_\_  
**WFC HEAD COACH** or **TEAM MANAGER**

PLEASE SEND ALL REQUESTS TO:

Weston FC  
Val Slattery  
4581 Weston Road, # 264  
Weston, FL 33331

Val Slattery – Team Accounts: [Val.slattery@westonfc.org](mailto:Val.slattery@westonfc.org)





# Expense Report - Team Account

DATE SUBMITTED: \_\_\_\_\_

NAME			DATES OF EXPENSES:		
TEAM AGE:		YEAR:	Black / White / Blue / Gold / Grey / Green		
ADDRESS			PURPOSE OF TRIP		
CITY	STATE	ZIP	APPROVED BY		

Item Date: MM/DD/YY	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
Mileage x (\$0.55 / Mi)								0
								\$ -
Parking, Tolls								\$ -
Auto Rental								\$ -
Taxi, Bus								\$ -
Air								\$ -
Hotel								\$ -
Meals \$35 Daily Per								\$ -
Diem								\$ -
Other (describe in detail):								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
Total Daily Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

THIS FORM MUST BE COMPLETED & SIGNED BEFORE A CHECK WILL BE ISSUED. Val Slattery - Team Accounts [Val.slattery@westonfc.org](mailto:Val.slattery@westonfc.org)

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Accountability

- Periodic reporting
  - Deposits and payments are recorded by team
  - Ask for account statements & verify our records match!
    - Over 75 teams....mistakes happen 😊
- Communicate with parents
  - Let parents know status of account
- Collection issues
  - Involve Coach
  - Ask us for assistance