



Cumberland United-Unis Soccer Club

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Team Accountability and Fundraising Policy

This policy shall be followed by all teams that have collected money from players, through fund raising activities, by sponsorship or by donations throughout the course of the playing season.

Accountability

Those teams that have funded the ongoing operations of the team throughout the playing season (either winter or summer) such as for tournaments, OSA fees, team equipment, etc, shall account for these by means of a **Team Expenditure Report**.

The report shall be provided to the Cobra Director no later than 30 days after the end of season. The end of the season shall be defined as the last date by which the team plays a league game. All team members shall be provided a copy of the report.

There is no specific format for the report however it should contain as a minimum:

- Identification of the team officials involved in collecting and spending of funds, the team members and the season played
- Balance at the start of the season, if any
- Itemized list of actual monies collected and from where,
- Itemized list of actual monies spent and for what purpose,
- The nominal outstanding balance (less than \$10), if any. However it is recommended that the team official(s) close the bank account at the end of the season and distribute any remaining funds equally amongst the team members.

(See sample template on next page)

Fundraising

Teams will have the option of determining their own fund raising initiatives for the season (within reason). Individual and team fund-raising activities need not be pre-approved however in all cases monies raised will be retained by the teams and must be used to support soccer related activities. In addition, good judgment shall be used in initiating fundraising activities to ensure that they are not inconsistent with the values of a minor sports organization (no alcohol or cigarette related sponsorship, for instance).

Club level sponsorship activities shall be coordinated through the vice president who must approve these prior to any agreement being finalized with the sponsor.

		Team Expenditure Report			
		Cumberland United Unis Soccer Club			
		Team: Girls U99 Division 1 Blue			
		Summer 2010 Season			
Coach:		the Coach			
Manager:		the Manager			
Treasurer:		the Treasurer			
			<u>Forecast</u>	<u>Actuals</u>	<u>Team</u>
					<u>Members</u>
Revenues					
	Team Fees (\$300 x 18)		\$5,400.00	\$5,400.00	Johnny R
	Bottle Drive			\$650.00	Jane D
	Barbeque at the Metro		\$500.00	\$750.00	Joe Q
	Donation (ACME company)			\$250.00	Jackie B
	Total Revenues		\$5,900.00	\$7,050.00	Jimmy D
					...
Expenditures					
	ERSL Fees (\$100 x 18)		\$1,800.00	\$1,800.00	
	Technical Training (\$100 x 18)		\$1,800.00	\$1,800.00	
	Tournaments				
	Icebreaker		\$400.00	\$400.00	
	Cobra		\$200.00	\$200.00	
	Gloucester		\$350.00	\$350.00	
	Royals			\$350.00	
	Team Equipment		\$800.00	\$800.00	
	Referee Costs (2 exhibition games)			\$100.00	
	Party and Presents		\$500.00	\$400.00	
	Total Expenditures		\$5,850.00	\$6,200.00	
Funds returned to team members			\$50.00	\$850.00	
Submitted to the CUSC - September 30 2010					

EXTERNAL REFERENCE

Approved for use on July 8, 2009
by the CUSC Board of Directors