



## Team Treasurer Duties SSC

- Coordinate with your team manager to determine the costs for the season. I usually do one budget for the fall and another for the spring.

As you create your budget, be sure to include:

Field maintenance costs,

Tournament fees and roster fees for tournaments

Coach Travel Expense fees

Training fees for each player

Referee and league fees

Notification to Travel fees

- Divide the total team fees by the total number of players. This gives you the total team fees per person. (You will then deduct the \$100 they paid in July and divide the rest by 4 to be paid in August thru November.) Add the monthly team fees to the training fees for each month.

Training for U9-U12 will be \$60 a month August thru May

Training for U13-U14 will be \$70 a month August thru May

Training for U15-U16 will be \$70 a month August thru May

\*\*You will have to collect training fees in December but I usually don't carry team fees through into that month because there usually aren't any team expenses that month. If you have a scholarship player, you will only collect team fees from that person, not training fees. I will email you individually to let you know who those players are.

- Create a draft budget to be emailed to parents by Sept 1 and do this again for Jan 1.
- Collect and record monthly fees from players. I would suggest purchasing a receipt book for this so that if someone pays you in cash you will have a record of that.
- Pay monthly fees out of team account.
- Provide a monthly email to team members detailing how team money has been spent including a beginning and ending balance.
- Give referee money to your team manager before each game. This needs to be cash and should be separated out into envelopes if you have more than one referee.
- Give expense money to coach at away games or tournaments.