

Little League Treasurer

A Guide to Successful Financial Management

Treasurer Responsibilities

- ▶ Make sure that all league Financial Transactions are **PROPERLY CONDUCTED** and **RECORDED** and that periodic Financial Reports are **PROVIDED** to the Board of Directors **AND** League Membership

Treasurer Responsibilities (Continued)

- ▶ Record and Deposit all Sources of Funds (revenue)
- ▶ Record and Disburse all Uses of Funds (expenses)
- ▶ Establish a written procedure for a disbursement schedule (i.e. 1st and 15th of each month pay the bills). □ Board Approved
- ▶ Utilize a quality accounting software (i.e. Quicken, QuickBooks, etc.) for recording all financial transactions. □ Web Based
- ▶ Reconcile accounts on a MONTHLY basis.
- ▶ Prepare and Present a Monthly Report of all Revenue and Expenses to the Board of Directors for review and approval
- ▶ Prepares and Present an Annual Budget of Revenue and Expenses to the Board of Directors for Review and Approval
- ▶ Work with League Certified Public Accountant in preparation of year end financial statement, 990 EZ Tax Return, excise tax filing. □ Independent
- ▶ Oversee corporation renewal, business license renewal, concession permit renewal, Charitable Solicitations filing, etc.

Financial Procedures

- ▶ What are the primary sources of revenue?
 - Registration Fees
 - Fundraiser
 - Concessions
 - Sponsorships/Donations
- ▶ Treasurer Deposits and records all funds collected into the appropriate account
 - Constitution and By-laws

Financial Procedures (Continued)

▶ Fundraiser

- Dual Controls - TWO volunteers count the funds and initial the deposit record.

▶ Concessions

- Ensure concessions stand cash is counted and placed in a safekeeping (safe, etc.) each night at the close of business.
- Preferably counted and recorded by two people
- Cash register - Use a tape and include tape in your nightly reconciliation.

Financial Procedures (Continued)

- ▶ What are the primary expenses of a local league?
 - Advertising - Flyers, postcards, website fees
 - Bank Charges - merchant cards, NSF fees
 - Dues & Subscriptions - Charter & Insurance, District Assessments
 - Equipment and uniforms
 - Fundraiser Expenses
 - Insurance - Property Insurance
 - Legal and Professional - CPA, Legal
 - Office
 - Promotional - Sponsorship Expenses - i.e. signs, etc
 - Rental -Field Rental
 - Repair -Field and/or facility maintenance
 - Utilities
 - Other

Financial Procedures (Continued)

- ▶ Pay all expenses by Check
 - Cash payments should NEVER be made
 - All payments shall only be made when a proper bill/receipt is presented
 - Reimbursement of expenses
 - Debit Cards - NOT recommended
- ▶ Co-Sign all League Checks
 - Checks MUST have two OFFICER signatures
 - Recommend three authorized signors
 - ABSOLUTELY NOT a husband and wife

Reporting Financial Information

Annual Budget

- ▶ Prepared and presented by November of each year for BOD approval.
 - Work with President/Committee
- ▶ Report prior year income and expenses
- ▶ Compare Actual to Budget
 - Include notes to explain variances
- ▶ Prepare a proposed budget of income and expenses for the coming year
 - Include notes to support your assumptions.

Reporting (Continued)

2013 District 4 Little League Sample Budget

Inflows	Budgeted	YTD Actual	Difference
Assessments	\$18,100.00	\$16,250.00	-\$1,850.00
Fund Raiser	\$500.00	\$0.00	-\$500.00
Training Clinics	\$600.00	\$1,064.00	\$464.00
Travel Fund	\$100.00	\$0.00	-\$100.00
*Other Income	\$0.00	\$0.00	\$0.00
Total Inflows	\$19,300.00	\$17,314.00	-\$1,986.00
Outflows	Budgeted	YTD Actual	Difference
Advertising	\$0.00	\$1,870.70	\$1,870.70
Awards	\$7,500.00	\$0.00	-\$7,500.00
Bank Charge	\$35.00	\$0.00	-\$35.00
Charity	\$100.00	\$0.00	-\$100.00
Charter Fee	\$1,100.00	\$0.00	-\$1,100.00
Conferences	\$500.00	\$0.00	-\$500.00
Insurance	\$0.00	\$0.00	\$0.00
Hosting State	\$0.00	\$0.00	\$0.00
Motel	\$1,500.00	\$0.00	-\$1,500.00
Office Expense	\$600.00	\$159.01	-\$440.99
Publications	\$250.00	\$101.50	-\$148.50
Umpire Scholarship	\$450.00	\$320.00	-\$130.00
Tournament Expense	\$850.00	\$0.00	-\$850.00
Team Travel	\$500.00	\$0.00	-\$500.00
Training	\$4,000.00	\$6,004.95	\$2,004.95
Travel Expenses	\$1,900.00	\$1,640.20	-\$259.80
Total Outflows	\$19,285.00	\$10,096.36	-\$9,188.64
Difference	\$15.00	\$7,217.64	\$7,202.64

Reporting (Continued)

Sample Little League Balance Sheet

	<u>6/2/2013</u>	<u>5/19/2013</u>	<u>Variance</u>
Bank Accounts			
Building Fund	\$13,500	13,500	\$0
General Checking	7,400	7,000	\$400
Parents Club	\$8,200	\$7,000	\$1,200
<u>Regular Savings</u>	<u>\$4,200</u>	<u>\$4,200</u>	<u>\$0</u>
Total Bank Accounts	\$33,300	\$31,700	\$1,600

Reporting (Continued)

- ▶ Report all income and expenses on a monthly basis to the Board of Directors
 - Provide a detailed listing on of all income and expense transactions
 - Provide a summary income statement, preferably compared to budget
 - Cash Reconciliation - Recommended
- ▶ Board of Directors shall REVIEW and APPROVE the report.
 - It is the responsibility of a league's board of directors to require its Treasurer to keep accurate financial records and make adequate financial reports monthly, and a final report once a year at the close of the fiscal period.
 - The Board of Directors has a Fiduciary responsibility to the members of the league to be accountable for all financial transactions associated with the program.

When Do I Do What?

Time Line of Events

▶ *October*

1. Reconcile September Bank Statements (FYE - 09/30)
2. Work with accountant* to provide all information for preparation of Financial Statement and Tax Return *Independent Accountant

▶ *November*

1. Present FYE Financial Statement and Tax Return for Board Review and Approval
2. Present Annual Budget to the BOD for review and approval

▶ *Monthly*

1. Reconcile Bank Statements
2. Present Monthly Financial Report to BOD for review and approval

▶ *Annual Meeting*

1. Present Annual Financial Statement to Membership for review

Summary

- ▶ The Treasurer oversees the proper collection and disbursement of all league funds, reports monthly on the status of league funds, keeps local league books and financial records, prepares budgets, and assumes the responsibility for all local league finances.