



# Rattlers Academy Soccer Club (RASC) Team Treasurer Code of Conduct



This year as a **Team Treasurer** I agree to...

1. Act as a liaison between the team coaches, team manager, team parents and the MHSA by...
  - a. Setting a season budget.
  - b. Collecting all fees and notifying coaches should any fees be outstanding.
  - c. Keeping accurate records of all revenues and expenses as per the guidelines set out by the MHSA.
  - d. Ensure that all fundraising funds that require a raffle license through AGLC are used as per use of proceeds indicated on the raffle license and that all AGLC Terms & Conditions are being followed.
  - e. Ensure that all coaches and parents are provided updated financial statements throughout the season.
  - f. Ensure that MHSA is provided financial statements and copies of bank statements at the end of each season for review.
  
2. Agree to comply with the MHSA guidelines by...
  - a. Recording all team financials using the accounting journal and template provided by the MHSA.
  - b. Ensuring that the financial ledger reconciles with the bank statements.
  - c. Keeping copies of all receipts should they be requested by the MHSA.

*I understand that by signing this document I agree to all the items above.*

<b>Treasurer's Name (print)</b>		<b>Date</b>
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***RASC: "Outstanding Citizens, Student-Athletes and Soccer Players"***

**March 2018**