



Fundraising / Team Budgetary Policy

SPDSA Policy

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Last Review Date:

Next Review Date: June 2017

Approval Responsibility: Administration / Board of Directors

Administrative Responsibility: General Manager

Policy Statement

Raising fund helps benefit our soccer teams in providing opportunities for members to realize team goals and alleviate personal financial challenges for our soccer families. It recognizes that parents and players will often undertake fund raising to support a variety of team requirements and activities.

Teams will be allowed raise funds for their team in support of soccer related endeavors, costs, equipment, travel and tournaments.

Guidelines

- 1) Teams may NOT raise funds for individual team uniforms. Only the endorsed SPDSA uniforms are permitted.
- 2) Individual teams must submit to the SPDSA a complete budget at the start of each season including; expected expenses, planned fundraising activities and cash call.
 - a) The budget must be submitted to the SPDSA Administration office within 30 days for approval prior to commencing the season. This budget must also be shared and approved by the team, prior to submitting to the SPDSA for approval.
 - b) If budget changes are required during the season an updated budget must be submitted to the SPDSA after approval by the team.
- 3) Responsibility for funds.
 - a) Two volunteers over the age of 18 will share responsibility for record keeping, safekeeping and expenditure of funds.
 - i) Two volunteers will be appointed and be responsible for the funds, including establishment and maintenance of bank account.
 - ii) Regardless of the amount of funds collected via cash call, or fundraising, all funds received must be deposited into a "Team Account". No funds shall be kept in a personal account.
 - b) Financial records will need to be maintained for all team finances showing all transactions (debits/credits). These must be kept up to date and available to team members and the SPDSA administration at any time. See account register in Appendix A.
- 4) Team funds should be used based on consensus of the team members (players, parents and coaches). A team meeting at the beginning of the season to discuss the expectations of the team regarding tournaments, facility rentals, etc... should identify the expectations for funds required. If

- budgetary changes are required as the season progresses an additional team meeting shall be held.
- 5) SPDSA is a non-profit association and is based on the commitment of volunteers including coaches to enable it to operate. Teams are NOT permitted to raise funds to attract or pay coaches with the exception that teams may use the funds raised for small gifts to its coach(s) at the seasons end such as; restaurant gift certificates, soccer clothing, etc... The value of the gift shall be in keeping with the spirit of volunteerism. Expenses for technical training are deemed as eligible expenses.
 - 6) Surplus funds at seasons end.
 - a) Only funds raised via cash call events are eligible for return to players/parents.
 - i) In the event that a player leaves the team (voluntarily or through the team selection process), eligible funds will be divided by the number of players on the team and those players leaving will be returned the amount equivalent to one player.
 - ii) If fundraising is done for an out of Country/Province tournament, and a player opts out of the tournament after fundraising is complete, the player is not entitled to any of the fundraising proceeds at the end of the season. All funds raised for a specific event, must be used for that event and funds that are not used for the specified event, will remain with the team.
 - b) Funds raised via other activities (grants, bingos, bottle drives, etc...) remain with the team. These funds are not eligible to be returned to players for any reason.
 - c) Team accounts may remain open at the end of the season, upon approval of the SPDSA, providing a copy of the season's transaction records are provided.
 - i) A team fundraising agreement, must be signed by all members on the team, agreeing to the team budget and outline of the SPDSA's fundraising policy.
 - d) If a team is not assembled in the same age category (birth year) and tier the funds will revert back to the SPDSA.
 - 7) Fundraising Activities
 - a) Alberta Liquor and Gaming Commission (ALGC) rules and regulations govern many fundraising activities. These rules and regulations must be followed regarding the use of funds and appropriate records maintained. In the event of an audit records must be available.
 - i) Online Applications must be submitted to the SPDSA Administration Team for approval a minimum of 15 business days prior to commencement of the activity.
 - 8) For budgetary fundraising or team fund management questions please contact the SPDSA Administration Team
 - 9) The SPDSA reserves the right to request for the budget info, not limited to working budget, receipts, bank statements

Procedure

- 1) Team to coach / manager to draw up a team budget for the season
- 2) Budget is presented at the preseason team meeting for parents approval.
- 3) Approved budget is submitted to the SPDSA Administration office prior to commencement of fundraising activities.

Appendix A

Account Register Sample

My Bank 234 Southside St. Anytown, CA 91001				
Statement June 2004				
Checking Account				
Posting	Description/Transaction	Debits	Credits	Balance
JUN 1	Beginning Balance			817.02
JUN 13	CHECK NO. 3500 Trace #3147	68.79		748.23
JUN 13	CHECK NO. 3502 Trace #2166	148.00		600.23
JUN 15	CHECK DEPOSIT		440.02	1040.25
JUN 20	CHECK DEPOSIT		1500.00	2540.25
JUN 20	WITHDRAWAL	100.00		2440.25
JUN 25	CHECK NO. 3503 Trace #1065	1895.00		545.25
JUN 25	CHECK NO. 3504 Trace #1278	49.83		495.42
JUN 26	ATM WITHDRAWAL	60.00		435.42
JUN 28	CHECK NO. 3506 Trace #3097	10.13		425.29
JUN 30	Check Fees	1.25		424.04
JUN 30	Closing Date...Ending Balance			424.04
Savings Account				
Posting	Transaction	Debits	Credits	Balance
JUN 1	Beginning Balance			1102.00
JUN 11	Deposit		100.00	1102.00
JUN 25	Deposit		100.00	1202.00
JUN 30	Interest Earned (1.5%)		18.03	1220.03

