

## Guidelines for Eclipse Team Treasurers

### Duties:

- ❖ Follow Club policies regarding financial matters
- ❖ Give to Club Treasurer all monies due to the Club by set deadlines
- ❖ Maintain team bank account using Quick Books online which will be provided by the club.
- ❖ Prepare team financial summary at the end of each fiscal year using Quickbooks

### Collections:

The team treasurer, with assistance from the manager, shall collect fees for items such as membership dues, coaching payments, trainer payments, club clinic fees, uniform fees and FYSA dues. He/she will pay the Club Treasurer the amount due for their team by the designated due date.

### Bank Account:

- ❖ The team treasurer is responsible to open/maintain/track/close a checking account for their team using QuickBooks online, which will be provided.
- ❖ All Eclipse accounts are to be opened at Denali State Bank, (Golden Heart Branch). The account name should be Eclipse or Phoenix (year of team).
- ❖ Denali Bank requires several documents to open the account. The signature form (with attached copies of the drivers licenses of each signer), the resolution form and the Chex System verification form. The resolution form must have 2 board members' signatures.
- ❖ The header on the check should read:  
Eclipse Soccer Club  
Phoenix 2001 or Eclipse 2001 (this should be the team name & yr.)  
PO Box 71425  
Fairbanks, AK 99707 (use this address on checks but have statements mailed to the treasurer's home address)
- ❖ Checks must require two (2) signatures.
- ❖ Request that the statements include copies of checks and deposit slips
- ❖ There should be no service charges on the account
- ❖ Checking account signatories need to include the Club Treasurer, the Team Treasurer, and 2 or more parents from the team.
- ❖ The statement can be mailed to the Team Treasurer's address.
- ❖ The Club Treasurer should be given the account number for each team.
- ❖ Team Treasurer reconciles bank statements.

**Use of Team Account:** The team account is used for individual player obligations, as well as any team funds. It is the treasurer's responsibility to keep track of all amounts received and expended per player and for the team as a whole.

If a player leaves the team, any amount accrued to that player that was given by the player can be returned to the parent WITH BOARD APPROVAL ONLY. Any amount accrued through fundraising shall go to their sibling's IPO on any Eclipse Club Team or to the team fund. In the event a team folds or joins with another Eclipse team, any amount left over in the folding team's account after all other expenses have been paid, shall go to the club or to the new team. (Aged out teams can earmark their funds as "soccership" or "coach education" fund contributions.

**Annual reports:** Eclipse has to file an annual tax return with the IRS. The Eclipse Club Fiscal Year is from October 1 through September 30. Each team account is included in the return, along with the club account. Team treasurers must have all information for the fiscal year into Quickbooks by October 31 so the Club Treasurer can run the end of year reports for each team.

Misc dates& treasurer info: [See Treasurer Timeline.xls](#)