

Eclipse Team Treasurer Timeline-some dates may change slightly

31-Oct	Club Membership Dues to Club Treasurer
31-Oct	Submit the per team fee Due to Club Treasurer (supports Coach & Keeper Coord positions)
Fall	Uniform orders and payments will be due
Fall	New team Startup: <ol style="list-style-type: none">1. submit receipts for up to \$75 reimbursement for 1st aid kit2. submit receipts for up to \$200 startup equipment3. open new account at Denali State Bank, Golden Heart Branch (see Guidelines for Eclipse Team Treasurers)
Oct-Nov	Uniform fees
10/31/2009 or earlier	Submit manager, treasurer & board rep names to the Registrar of the Club
Jan	Fall gym fees will be due (Club treasurer will send email billing)
Spring	If your team is traveling out of state, fill out AYSA form and submit with payment
1-Apr	Club Clinic rosters and payment will be due
1-Apr	membership dues for trial basis players or new players you picked up
Apr-May	Spring gym fees will be due (Club Treasurer will send email billing)
15-May	Club Clinic Fees due to Club Treasurer
May-Jun	Raffle ticket turn-ins will be due on request by raffle coordinator
Before INA K*	Cut checks for IPO Withdrawal requests and cut check for your coach for lodging
15-Jun	assess coaching fees to your team (based on your coach's license)
Before Far North*	IPO Withdrawal requests and cut check for your coach for lodging
15-Jul	coaching fees due to the Club Treasurer
Before Zane Cup*	Cut checks for IPO Withdrawal requests and cut check for your coach for lodging
Before State Cup*	Cut checks for IPO Withdrawal requests and cut check for your coach for lodging
Before State Cup*	Before State Cup: collect money from players for State Cup Bond
Before Sept 30	submit receipts for up to \$40 in 1 st aid kit restocking (optional) or any reimbursements
31-Oct	End of Year Report is due. All activity from the fiscal year (Oct 1 through Sept 30) must be entered into QuickBooks by this date.

* If your team is attending that tournament

- ~ 4 In State Tournaments are paid by the club for your team if you notify them by the deadline. Please be aware that if your team pays the tournament fees on their own the reimbursement will not occur for several months until all checks are cleared and the club treasurer has confirmation from the Registrar in addition to the tournament organizers. A receipt of payment will be required.
- ~ Teams should not pay In-State tournament fees that the club normally pays (AK Airlines Cup, Far North Midnight Sun, State Cup, Zane Cup) If you pay these on your own, the club cannot refund until all information can be verified.
- ~ Teams should not make direct deposits into the General Account.