

MANAGING YOUR TEAM ACCOUNT

Team Account – You can designate a treasurer for your team or do it yourself. Either way, you should open an account for your team. If your bank will not open a free account for you for this purpose, you should use the club's bank, Pacific Western Bank. The contact there is Robel Neway at 818-257-7715 or rneway@cunb.com. Their address is 15821 Ventura Blvd., Ste. 100, Encino, CA 91436. They will provide a free account for this purpose.

All team checks should be made payable to the team account NOT Real So Cal.

The next step is to determine a budget. To do this, you should include the following:

- a. Determine a time period. 6 month periods work well.
- b. Number of tournaments multiplied by the average cost. (You should have a list of summer tournaments that you will be attending already. Check with your coach on the # of tournaments after season play that you will be attending.)
- c. Referee fees for your age group by the number of games you will be playing in league. Include Showcases. Please note that referee fees for club run tournaments are included in the tournament registration fee.
- d. Approximate coaching expenses. (For the younger teams we usually stay mostly local. However, there will probably be some expenses incurred for out of the area tournaments/games. I would budget \$300 - \$500 for the first 6 months)
- e. Miscellaneous fees (first aid kit, bench, canopy)

Divide all of this by the number of players you are going to hold on your roster and that will be the amount you will need for your team account. The club suggests that you do not request more than \$200 at time of registration. Make sure that the parents are aware that team account funds are nonrefundable and that more funds may be needed. You can always set up a second payment for September 1 if you need to.

At the end of the six month period, provide your team with an accounting of the previous six months. Also give your families an estimated budget for the upcoming six months with the amount you will need to now collect. A sample of an accounting sheet is below.

REAL SO CAL _____

QUARTERLY TEAM ACCOUNT ACTIVITY

PERIOD
BEGINNING:

PERIOD
ENDING:

TEAM ACCOUNT BALANCE AT BEGINNING OF PERIOD:

INFLOWS:

Parent Deposits:
Sponsors/Donations:
Other (Describe):

TOTAL INFLOWS:

OUTFLOWS:

Referee Fees:
Tournament Fees:
Coach Expenses reimbursements:
 Hotel
 Food
 Airfare
 Mileage
Other (Describe):

TOTAL OUTFLOWS:

TEAM ACCOUNT BALANCE AT END OF PERIOD: