

Club Sports Treasurer Training

Fall 2023



Funding Sources

- UConn Recreation Allocation
 - Allocation amount is set by tier per academic year
- Undergraduate Student Government (USG)
 - Teams are allocated up to \$15,000 per academic year
- UConn Foundation Account
 - Account used to accept donations on behalf of the team
- Student Activities – Student Organization Banking Services (SABS)
 - Account for teams to deposit and disburse money (i.e. checks and cash)

Funding Sources

UConn Recreation Allocation

- Club Sports Teams are allocated a semester budget that is based on a Tier System.
- Teams may request funding for the following categories:
 - League dues
 - Competition entry/registration fees
 - Facility rental
 - (if on-campus accommodations are not available)
 - Small operational equipment
- The dates of facility rentals and competitions, paid for with this allocation, must take place during the academic year.

Undergraduate Student Government

- Club Sports Teams are eligible to apply for funding through the [Undergraduate Student Government](#).
- Teams should be familiar with required training, funding deadlines and funding request procedures.
- Teams may be funded up to \$15,000 per academic year for eligible requests.
- Teams may request funding for the following categories:
 - Coach's pay
 - Facility fees
 - Officials
 - Equipment
 - Supplies and uniforms
 - Travel, lodging, and transportation.



Funding Sources

UConn Foundation Account

- UConn Recreation maintains a Club Sports Fund Account with the Foundation to support the activities of Club Sports teams and improve students' wellbeing.
- Any Club Sports Team recognized with UConn Recreation may use the Club Sports Fund (CSF) Foundation Account to receive tax deductible donations.
- All donated funds are directly expensed from the CSF Foundation Account.

Student Activities - SABS

- [Business Services](#) provides financial tools and banking services to registered student organizations, including Club Sports Teams.
- Unlike traditional banks, Business Services accounts are linked to the Club Sports Team, rather than an individual or social security number.
- Teams will be able to collect and deposit money (i.e. team dues) by cash and check.
- Money can also be disbursed via check or prepaid debit card.
- Money can be used at the team's discretion.

Purchase Requests

- To request funding, teams must download and complete a Purchase Request.
- The Purchase Request and required supporting documents must be combined into one PDF file and emailed to competitivesports@uconn.edu and CC your sport's advisor.
- Instructions and a list of required supporting documents are located on separate tabs of the Purchase Request.
- Payment by Credit Card is the preferred method
 - We cannot use PayPal, Venmo, Zelle, etc. for payments
- PURCHASE REQUEST DEADLINE: Purchase Requests must be submitted at least six weeks prior to the date that funds will be needed.

Purchase Requests

Links

- [Purchase Request Form](#)
- [Purchase Request Checklist](#)

Process

1. Complete Purchase Request form
 - Form must be typed
2. Attach Supporting Documentation
 - Invoices or Price Quotes
 - Event Flyers/Agendas
 - If paying by CC: How to pay with step-by-step instructions
3. President or Treasurer Signature
4. Attach current roster
5. Combine documents into 1 pdf file
6. Email to competitivesports@uconn.edu and your team's advisor

Foundation Accounts and Requests

- Donations to the Club Sports Fund must be used for the benefit of the Club Sport team as a whole.
- They cannot be used for the benefit of an individual or to support a charity.
- Money raised during the Ignite Fundraiser goes to this account.
- All donated funds are directly expensed from the CSF Foundation Account.
- Donations cannot be transferred to a Club Team's Student Activity Business Services (SABS) account, unless as a reimbursement.
- To check your team's Foundation Account balance, email competitivesports@uconn.edu
- If your team would like to make a purchase with your donations, please submit a Disbursement Request through UConntact. Although UConn Recreation's Competitive Sports Team and Business Office review the Disbursement Requests, the UConn Foundation has final approval.

Foundation Request Situations

- Team is looking to make a new purchase of equipment and/or services from a vendor who takes purchase orders.
 - Since vendors cannot be paid until after equipment and/or services are received, a purchase order serves as a promise of payment.
- Team purchased equipment and/or services with money from their SABS account.
 - Team is looking to get their SABS account reimbursed.
- Team purchased equipment and/or services with someone's credit card
 - Team is looking to get the purchaser reimbursed.
- Team purchased equipment and/or services with someone's credit card.
 - Team has reimbursed the purchaser with money from their SABS account.
 - Team is looking to get their SABS account reimbursed.

Foundation Request Process

1. Sign in to UConntact with your NetID.
2. Search for UConn Recreation.
3. Once on UConn Recreation's page, scroll down to the Forms section.
4. Fill out the "Club Sports Foundation Account: Disbursement Request" form.
5. Once form is submitted, you will receive a confirmation email.
6. Competitive Sports Team reviews Disbursement Request.
7. Business Office confirms that Disbursement Request includes required supporting documents. If additional information is required, you will be notified through UConntact.
8. Business Office initiates getting vendor approved with the Foundation. Vendor has the option of getting paid by electronic funds transfer (EFT) or check.
9. Once vendor is approved, Business Office submits Disbursement Request to the Foundation through PaperSave.
10. UConn Foundation reviews and approves Disbursement Request.
11. The Foundation issues purchase order or processes EFT payment or check for vendor.



Reimbursements

- NOT RECOMMENDED AND SHOULD ONLY BE USED AS A LAST RESORT
- REIMBURSEMENTS THAT ARE NOT PREAPPROVED WILL NOT BE PROCESSED
- Teams must submit Reimbursement Preapproval Request before purchase
- Reimbursements must be within the following categories from your UConn Recreation Allocation:
 - League dues
 - Competition entry/registration fees
 - Facility rental
- Teams will submit the Reimbursement Documents form after the approved purchase has been made

Reimbursements

Links

- [Reimbursement Preapproval Form](#)
- [Reimbursement Preapproval Checklist](#)
- [Reimbursement Document Form](#)

Process

1. Complete Reimbursement Preapproval form with supporting documentation
 - Combine documents into 1 pdf
2. Email to competitivesports@uconn.edu and your team's advisor
3. Competitive Sports Office approves Reimbursement Preapproval Request
4. Team purchases/pays for approved expense
5. Complete Reimbursement Document form with supporting documentation
 - Combine documents into 1 pdf
 - Must be submitted with 30 days of purchase
6. Email to competitivesports@uconn.edu and your team's advisor

Promise to Pay

- A Promise to Pay is issued to inform a vendor a payment has been confirmed and a check is being processed by UConn
- If a Promise to Pay is needed, please indicate this request when submitting the purchase request
- The vendor must be setup in HuskyBuy in order to receive a Promise to Pay
- A Promise to Pay will be sent to the president/treasurer once the payment has been confirmed and the check is being processed by UConn
 - This timeline is different than having a purchase request sent to our business office for processing and may take additional time

Coach Agreements

- All coaches, paid or volunteer, must have a completely executed Coach Agreement on file with UConn Recreation prior to engaging in any compensable services with the team
- Coach Agreements will be completed via DocuSign
 - President will fill out coaching time (compensable services) and sign agreement
 - Treasurer will verify all information is correct and sign agreement
 - Coach will review and sign agreement
- Coach agreements are valid for each academic year
- Teams must estimate the hours of compensable services rendered per semester on the coach agreement
 - Coach will not be able to invoice more than the estimated amount per the agreement
- If your coach is an employee of the State of Connecticut, they will need to follow a separate process to become the team's coach
 - Information will be sent directly to the coach about this process

Coach Agreements

- Coaches' payments are deducted from team's USG budget
- Teams may pay all coaches a combined \$9,999 per academic year
- Teams may pay a coach up to \$40/hour for active coaching time (compensable services) spent at:
 - Practices
 - Competitions
 - Tryouts
 - Meetings
- Specific exclusions for compensable services include:
 - Travel time to/from campus for practices and competitions
 - Time spent acquiring necessary certifications to coach

Coach Agreements Invoicing

- Invoices are completed twice throughout the academic year
- Invoices must match or be lower than the proposed amounts in the coach agreement
- Invoices will be completed via DocuSign
 - Coach will fill out active coaching time (compensable services) and sign invoice
 - Treasurer will verify all information is correct and approve invoice
- To ensure prompt payment to the coach, deadlines for invoices are:
 - Fall Semester: December 15, 2023
 - Spring Semester: May 3, 2024
- Once payment is approved by UConn Accounts Payable, payment will be issued based on a NET 1 payment terms

Dues Requirement

- Teams must collect a minimum dues amount from each active team member (including those “not fit for play”) for the academic year based on their tier.
 - Teams may charge more than the minimum dues amount based on the needs of the team.
 - Dues amount must be listed on Fusion Club (to inform prospective athletes)
- The team may collect the dues by semester or once for the academic year.
 - If a team is collecting dues by semester, they must inform the Competitive Sports Office prior to the academic year.
- Player dues must be marked for each active team member in Fusion Club by the deadline listed on the Important Dates Calendar.
- The Competitive Sports Office reserves the right to request the teams SABS account statement to verify all dues have been collected and deposited.

Student Activities - SABS Account

- Run by Student Activities Financial & Program Support
- [Opening or Reactivating a Bank Account](#)
- Team dues must be submitted to their SABS Account

Good luck this semester!

