

Club Sports Treasurer Training

Spring 2024

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 (could change)
- 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 and supplies
- 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 – Recreation Allocation

- **NEW FOR SPRING 2024:** The team's treasurer or president will fill out a purchase request on Quali Build.
- All required documents are still needed to process the request:
 - Fusion Club Roster (NEW FOR SPRING 2024)
 - Invoices or Price Quotes
 - Event Flyers/Agendas
 - If paying by CC: How to pay with step-by-step instructions
- Submitter will be able to track the progress of their purchase request.
- If changes are needed, purchase request will be sent back to submitter with notes.
- **PURCHASE REQUEST DEADLINE:** Purchase Requests must be submitted **at least six weeks** prior to the date that funds will be needed.

Purchase Request Link

- [Purchase Request Form](#)
- Link can be found on the Team Resources Page

Club Sports Purchase Request Form				
Purchase Request # 0035	NetID *	Full Name	Email	Phone Number * XXX-XXX-XXXX
Submission Date This will auto-fill when the form is submitted. DATA NOT AVAILABLE	Team Name * ---	Select your team's Primary Coordinator * Q	Upload Official Team Roster from Fusion Club * Select a File	
For which of the following categories are you requesting funding? *			The Competitive Sports Office provides funding for league dues, entry fees, facility rental, and equipment and supplies. For other expenses, your team will need to find another funding source. Your team may have access to funding through:	
<input type="radio"/> Competition Entry Fees <input type="radio"/> Equipment and Supplies <input type="radio"/> Facility Rental (for facilities not provided by UConn Rec) <input type="radio"/> League Dues			<ol style="list-style-type: none">1. The Undergraduate Student Government Office. Go to their website for additional information.2. The team's Foundation Account. Email competitivesports@uconn.com for your team's balance.	

Purchase Request Payment Options

1. Credit Card

- Submitter must provide step-by-step instructions on how to pay via credit card.
- This includes all required login and form information.

2. PayPal or QuickBooks Invoice

- Submitter must provide link to payment.

3. Check

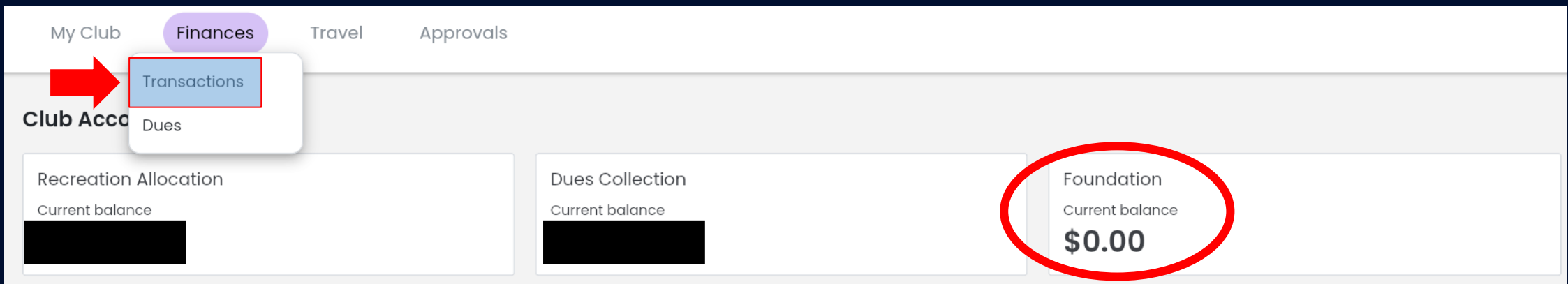
- Vendor must be setup in HuskyBuy, and submitter will verify the vendor is in the system on the purchase request.
- If vendor is not setup in HuskyBuy, please provide the required information to get the vendor registered so payment can be processed.
 - Alternatively, if a credit card payment is possible for this vendor, it would be preferred.

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.**
- If your team would like to make a purchase with your donations, please Club Sports Foundation RFD via the Team Resources Page. Although UConn Recreation's Competitive Sports Team and Business Office review the Foundation RFD, the UConn Foundation has final approval.

Foundation Account Balance

- Will be updated Monthly on your team's Fusion Club Page
 - Can be found under Finances > Transactions
- Foundation Account balance will be needed for Club Sports Foundation Request for Disbursement (RFD)



The screenshot displays the Fusion Club Page interface. At the top, there are navigation tabs: "My Club", "Finances", "Travel", and "Approvals". The "Finances" tab is selected. Below the tabs, there is a dropdown menu with "Transactions" highlighted in blue, and a red arrow pointing to it from the left. Below the dropdown, there are three account balance cards. The first card is "Recreation Allocation" with a "Current balance" field that is redacted with a black box. The second card is "Dues Collection" with a "Current balance" field that is redacted with a black box. The third card is "Foundation" with a "Current balance" field showing "\$0.00", which is circled in red.

Account Name	Current Balance
Recreation Allocation	[Redacted]
Dues Collection	[Redacted]
Foundation	\$0.00

Club Sports Foundation RFD

- [Club Sports Foundation Request Form](#)
- Link can be found on the Team Resources Page

Club Sports Fund Foundation Account - Disbursement Request Form

Complete this form to request a disbursement from the Club Sports Fund (CSF) Foundation Account.

There are several documents that you will need. The SAVE button allows you to save progress on your disbursement request and complete it later. Your saved disbursement request can be found on your Kualu Build dashboard. Go to My Documents and look in the Drafts section.

Request for Disbursement # 0016	NetID * -----	Full Name -----	Email -----	Phone Number * XXX-XXX-XXXX
Submission Date This will auto-fill DATA NOT AVAILABLE	Team Name * ---	Select your team's Primary Coordinator * Q		

My team is in good standing with the Involvement Office and has an "Active" status on UContact. You can verify your status at <https://solid.uconn.edu> and click Solid Status Listing.

- Yes
 No

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
- **NEW FOR SPRING 2024:** Entire process will be in one form on Quali Build.

Reimbursements

- [Reimbursement Preapproval Form](#)
- Link can be found on the Team Resources Page

Club Sports Reimbursement Preapproval Request Form				
Reimbursement Preapproval Request # 0013	NetID *	Full Name	Email	Phone Number * xxx-xxx-xxxx
Submission Date This will auto-fill when the form is submitted. DATA NOT AVAILABLE	Team Name * ---	Select your team's Primary Coordinator * Q	Upload Official Team Roster from Fusion Club * Select a File	
For which of the following categories are you requesting reimbursement? *			The Competitive Sports Office provides funding for league dues, entry fees, facility rental, and equipment and supplies. For other expenses, your team will need to find another funding source. Your team may have access to funding through:	
<input type="radio"/> Competition Entry Fees <input type="radio"/> Equipment and Supplies <input type="radio"/> Facility Rental (for facilities not provided by UConn Rec) <input type="radio"/> League Dues			<ol style="list-style-type: none">1. The Undergraduate Student Government Office. Go to their website for additional information.2. The team's Foundation Account. Email competitivesports@uconn.com for your team's balance.	

Team Resources Page

- <https://recreation.uconn.edu/club-sports/resources/>

Business Forms

Purchase Request



Reimbursement Request



Club Sports Foundation Request for Disbursement

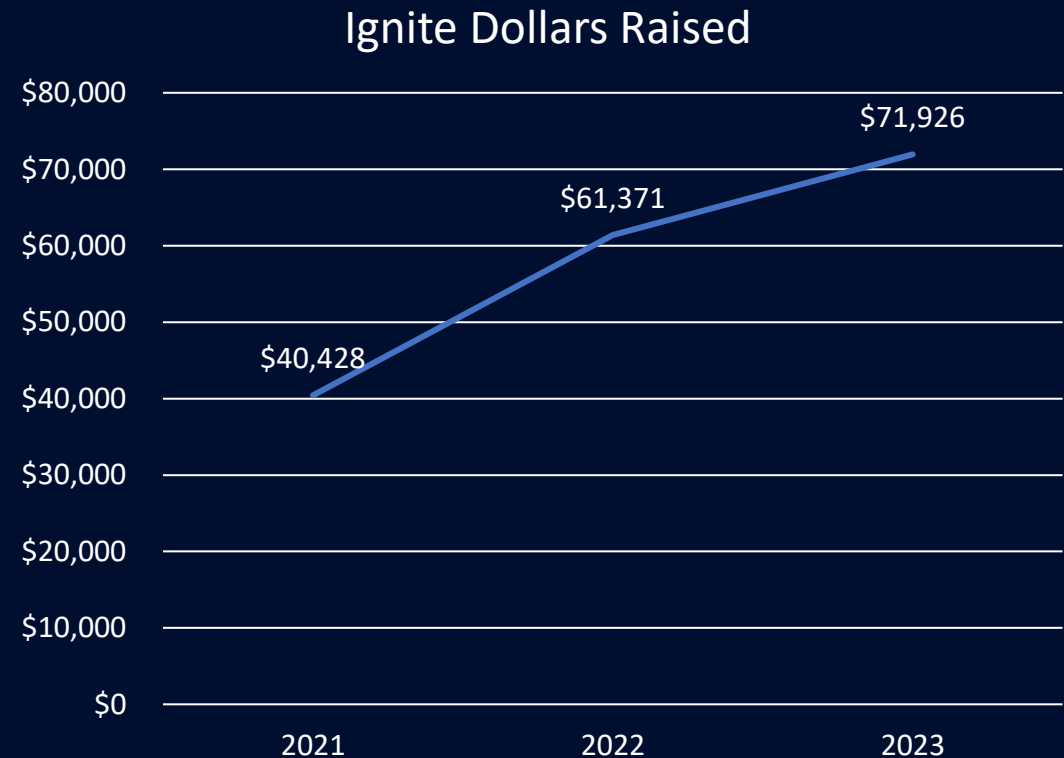


Promise to Pay

- 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

Club Sports Ignite Results

- \$71,926 raised from 1,118 donors in 48 hours
- \$76,329 awarded to teams after gift fees and bonuses
 - \$10,000 in prizes and bonuses
- Team Winners
 - Most Donors: Figure Skating
 - Highest Amount Raised: Women's Volleyball



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 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!

