

# Club Sports Treasurer Training

Spring 2025

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

## Undergraduate Student Government

- Club Sports Teams are eligible to apply for funding through the [Undergraduate Student Government](#).
- Teams may be funded up to \$15,000 per academic year for eligible requests.
- Coaching payment comes from this account.
- Please visit the USG website for items covered under this Allocation.

# Funding Sources

## UConn Foundation Account

- UConn Recreation maintains a Club Sports Fund Account with the Foundation to support the activities of Club Sports teams.
- 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.
- 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

- The team's treasurer or president will fill out a purchase request on Kuali Build.
- UConn Recreation will directly pay the supplier for the purchase.
- Required documents are needed to process the request:
  - Fusion Club Roster (Screenshot is acceptable)
  - Invoices or Price Quotes (without sales tax)
  - Event Flyers/Agendas
  - If paying by Credit Card: How to pay with step-by-step instructions
- Submitter will be able to track the progress of their purchase request on Kuali Build.
- If changes are needed, purchase request will be sent back to submitter for corrections.
- **PURCHASE REQUEST DEADLINE:** Purchase Requests must be submitted **at least six weeks** prior to the date that funds will be needed.
- Purchase request deadline: Last day of classes in Spring Semester

# Purchase Requests Reminders

- Upload Official Team Roster from Fusion Club
  - Teams must submit their team's entire Fusion Club roster.
  - Screenshots of the team's entire roster in one PDF.
- Brief description of League Dues or Equipment/Supplies
  - Use a short description of what we are paying for.
    - Example: 2024-2025 NCSA League Dues, Practice Equipment
- File Naming Convention
  - File Naming Convention: Team Name - MMDDYY\_Invoice
    - Example: Men's Lacrosse - 122424\_Invoice
- Total amount requested must match the invoice/quote

# Purchase Request Payment Options

## 1. Credit Card

- Submitter must provide step-by-step instructions 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

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

# Purchase Request Link

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

Club Sports Purchase Request Form				
Purchase Request # 0035	NetID * [REDACTED]	Full Name [REDACTED]	Email [REDACTED]	Phone Number * XXX-XXX-XXXX
Submission Date This will auto-fill when the form is submitted. DATA NOT AVAILABLE	Team Name * [REDACTED]	Select your team's Primary Coordinator * [REDACTED]	Upload Official Team Roster from Fusion Club * [REDACTED] <a href="#">Select a File</a>	
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"><li>1. The Undergraduate Student Government Office. Go to their <a href="#">website</a> for additional information.</li><li>2. The team's Foundation Account. Email <a href="mailto:competitivesports@uconn.com">competitivesports@uconn.com</a> for your team's balance.</li></ol>	



# Foundation Accounts and Requests

- Donations to the Club Sports Fund (CSF) must be used for the benefit of the entire team.
- 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.*

# Foundation Accounts and Requests

- If your team would like to make a purchase with your donations, please complete a 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.
- Balance rolls over from year-to-year and there is no deadline for submission.

# 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 navigation menu at the top with 'My Club', 'Finances', 'Travel', and 'Approvals'. The 'Finances' tab is active, and a dropdown menu is open, showing 'Transactions' and 'Dues'. A red arrow points to the 'Transactions' option. Below the navigation, there are three cards: 'Recreation Allocation' with a redacted current balance, 'Dues Collection' with a redacted current balance, and 'Foundation' with a current balance of '\$0.00'. The '\$0.00' is circled in red.

Category	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 * [REDACTED]	Full Name [REDACTED]	Email [REDACTED]	Phone Number * XXX-XXX-XXXX
Submission Date This will auto-fill DATA NOT AVAILABLE	Team Name * [REDACTED]		Select your team's Primary Coordinator * [REDACTED]	

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

- Yes  
 No

# Reimbursements

- REIMBURSEMENTS THAT ARE NOT PREAPPROVED WILL NOT BE PROCESSED
- PURCHASES MADE PRIOR TO PREAPPROVAL WILL NOT BE PROCESSED
- Teams must submit Reimbursement Preapproval Request and receive approval via the form prior to making the purchase.
- Reimbursements must be within the following categories from your UConn Recreation Allocation:
  - League dues
  - Competition entry/registration fees
  - Facility rental fees
- Teams must submit receipts, within the same Quali Form as the preapproval, within 30 days of the purchase. If submitted after 30 days, reimbursement may be denied.
- Preapproval and submission of reimbursement documents will all be completed in 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 * [REDACTED]	Full Name [REDACTED]	Email [REDACTED]	Phone Number * XXX-XXX-XXXX
Submission Date This will auto-fill when the form is submitted. DATA NOT AVAILABLE	Team Name * [REDACTED]	Select your team's Primary Coordinator * [REDACTED]	Upload Official Team Roster from Fusion Club * [REDACTED] [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"><li>1. The Undergraduate Student Government Office. Go to their <a href="#">website</a> for additional information.</li><li>2. The team's Foundation Account. Email <a href="mailto:competitivesports@uconn.com">competitivesports@uconn.com</a> for your team's balance.</li></ol>	

# Team Resources Page

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

## Business Forms

Purchase Request



Reimbursement Request



Club Sports Foundation Request for Disbursement



# Safety and Security Costs

- Safety and security services costs will be the responsibility of Club Sports teams.
  - Police
  - EMT
  - Security (CSC) Personnel
- UConn Recreation will continue to coordinate, schedule, and secure the services and then invoice the cost to the team.
  - An estimate will be sent to the team using the Home Competition Request Form.
  - The team will approve the expense and specify how they would like to pay for the services.
  - Teams may pay from their Recreation Allocation, Foundation Account, or SABS.



# BSN Sports Purchases

- If team is paying for a BSN Sports purchase via a Purchase Request or Foundation RFD, a quote from Kenzie Cannon must be obtained.
  - Kenzie's prices are typically lower than the website and don't include tax.
- Please indicate to Kenzie how you plan on paying. Treasurer or President will submit the Kuali Form and once approved the business office will arrange for payment for the order.
- Any apparel orders via a Foundation RFD must include a Club Sports Logo Approval to be processed.

# Non-BSN Purchase Requirements

- BSN Sports is the exclusive supplier of apparel and equipment for Club Sports teams.
- If BSN Sports does not have the product or has a higher price, proof must be submitted on the Purchase Request.

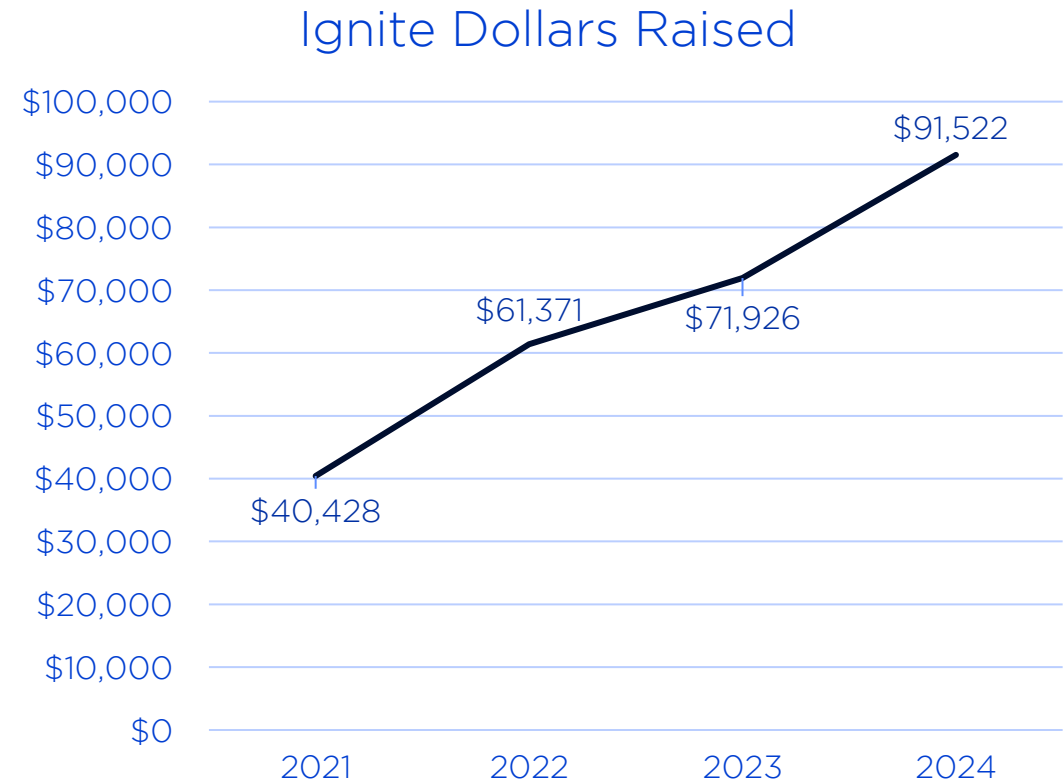
<p>BSN Sports is the preferred supplier. Are your items available for purchase from BSN? *</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> Yes, but more expensive than another vendor.</p> <p><input type="radio"/> No</p>	<p>Upload email thread with BSN Sports stating that items aren't available. *</p> <p>BSN contact: Kenzie Cannon (kcannon@bsnsports.com)</p> <p>Select a File</p>	<p>Upload the BSN Sports Quote with the higher price. *</p> <p>BSN contact: Kenzie Cannon (kcannon@bsnsports.com)</p> <p>Select a File</p>
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# Promise to Pay

- Promise to Pay is no longer supported by the University as the Purchase Order serves that purpose.
- The Purchase Order lets a vendor know that the University is committed to purchasing the service from them.
- If payment is required by a deadline and we cannot make the payment prior to the deadline, please submit a Reimbursement Preapproval PRIOR to making the payment.

# Club Sports 2024 Ignite Results

- \$91,522 raised from 1,800+ donors in 48 hours
- \$99,624 awarded to teams after gift fees and bonuses
  - \$10,000 in prizes and bonuses
- Grand Prize Winner:
  - Men's Crew



# 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 longer and separate process to become the team's coach.

# Coach Agreements

- Coaches' payments are deducted from team's USG Allocation.
- 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 Agreement Deadlines

- Coach agreements for all coaches, paid and volunteered must be completed in DocuSign prior to the start of practice.
  - Deadline: January 24, 2025
- If coach agreements are not finalized by these dates, teams will not be allowed to practice, and allocation will be frozen until finalized.
- All agreements must be finalized by February 14, 2025, or they will not be able to coach in the fall semester.

# 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 13, 2024
  - Spring Semester: May 9, 2025
- 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!



**UConnREC**