



TREASURER'S CHECKLIST & PRACTICES

TEAM FEES and BUDGETS

1. At registration, families pay a 3-part fee directly to the club: club registration fee, Referee Volunteer Program (RVP) fee, and the initial TEAM FEE which is \$400. It is only this TEAM FEE that gets credited directly to the team. This is important to understand and explain to families. The fee structure is also described on the website.
2. Subsequent monthly team fees of \$200 are collected by the Club (10 months). Email reminders are sent by the 10th of each month. You are not responsible for collecting Team Fees or Financial Aid payments, except upon request by the club; but if players bring them to you, please pass on to Lynetta (marked as such). FA players get envelopes to mail monthly to the club.
3. Families can pay via the Payment Portal (link on www.marinfc.com/payment-portal/) or can send checks/money orders directly to the club address. These should be written payable to "Marin Football Club". These should not be written to the team manager or treasurer.
4. If you get cash from a player, that should NOT be mailed to the club. (call Lynetta).
5. **Proper Team nomenclature: G10Blue; B09Red; B04Steel; G03Titanium.**
6. Please do not offer to reduce a family's fees in lieu of payment for expenses (eg hotel or team dinner). The full amount of the fee and the full amount of the expense must be documented.
7. The Club is diligent about collecting all fees dues, on time. It is difficult to collect fees after the fact if the team is short. Excess funds are refunded to families (prorata) at the end of the season, and the team's funds are zero'd out. We will work together on this process.
8. Club mailing address (it is not an office). The PMB (post mail box) must be included:
Marin Football Club
336 Bon Air Center PMB 122
Greenbrae, CA 94904
9. Lynetta lives in Terra Linda and has a mail slot in the front door. If this is convenient for you, and for cash drop offs, ask for the address.
10. Player transfers between teams (permanent roster change) will involve a portion of fees being applied to each team. Coaches are responsible for notifying the club of an official transfer, but please feel free to email Lynetta to confirm the club has the record.
11. A PDF of your budget planner can be secured from the President of the club (Evan). This lays out the expected income and expenses for the season. Please review it for accuracy early in the season. All significant changes, including roster sizes, # of tournaments, etc, must be communicated to Evan.



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PAYROLL

- 12. There is a payroll schedule (see separate document) and an outside payroll service. Lynetta sends reminder emails with deadlines and prompts 3-5 days before payroll is due. We pay around the 15th and the 30th of each month.
- 13. We have a coach pay policy (see separate document) that describes categories of pay, admin pay rate, game pay, mileage calculation, etc.
- 14. The coach will provide to you her/his hours in the following categories: training/games (paid at full), and admin rate categories of driving time, flying time, meeting time, and player evaluation time (end of fall season only). Please review and submit using the online form (link will be provided) by the deadline. The team is responsible for submitting one form for each substitute coach as well (information provided by your coach). The payroll must be submitted on time for the coach to be paid. Late payroll must be held and entered the next time! Any errors, just email Lynetta and no need to re-submit another form.
- 15. The online form will open/close with each payroll. Enter your email in the “Email Confirmation”. Club also will automatically get a copy. Be sure to select the correct team and coach.
- 16. Payroll fractions:

	submit
1 hour 10 minutes	1.17
1 hour 15 minutes	1.25
1 hour 20 minutes	1.33
1 hour 25 minutes	1.42
1 hour 30 minutes	1.5
1 hour 35 minutes	1.58
1 hour 40 minutes	1.67
1 hour 45 minutes	1.75
1 hour 50 minutes	1.83
1 hour 55 minutes	1.95

formula	minutes/60
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- 17. At the end of the payroll submission form, there is a mileage reimbursement request. Mileage is paid separately as a reimbursement to the coach. (see separate Coach Pay Policy). For other travel expenses, see below; please do not add to the payroll form.



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EXPENSES (new BIZNOW cards to be issued during the summer)

18. The BizNow card each team will get is a PREPAID debit card. It's not a credit card. So if there is not money on it, your charge will be declined. We may load a small, preset amount at beginning of the season for each team, but please plan ahead to request funds. (See separate page on using the Biznow card). After charges are made, please log back in to categorize expenses and upload receipts.
19. The BizNow card isn't a bank account with all your net funds on it. It is merely a way for you to use some of your funds. PLEASE check your emails and the account for fraudulent charges.
20. Receipts for all reimbursable expenses that were not paid with team's BizNow card should be collected and emailed to Lynetta. Please label and summarize /total and please include the team name. These might include league/tournament entry fee, coach hotel, lamination of player cards, team bench/supplies, etc.

REPORTING

21. We use ledger accounting. Your funds are co-mingled with other teams' funds in the club bank accounts. Your fees and your expenses will be "booked" to your team, and a Profit and Loss Statement will be sent to you quarterly or upon request. You can check all the transactions to be sure things are accounted for and reconcile with your records.
22. Due to the large volume of reg fees, the accounting periods, and roster changes, the TEAM FEES (first round collected in June by the club) may not all get credited to your respective teams until well into August. It's at that point that the first reports for your review will be available. Lynetta is available to review and explain reports, etc.

Lynetta's office hours are generally 9-2 pm Monday- Friday. If urgent, you should text me.



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