

## Overview of the Treasurer Job:

### \*\*\* Everything sent me MUST have your team code on it this includes EMAILS / Check Requests and Deposit Forms

\*\* Your team will again will receive the \$200.00 per registered team member (this is the "Deposit" they paid when registering. The families that paid we will be putting that in your team account to help you get started.

\* Find out what tournaments your team is participating in (fall or spring)

\* **Referee Fees** (Your team fronts the referee fees, at the end of each fall and spring season you will need to turn in a Spreadsheet with: ( DATE / VS / CENTER \$ / AR \$ / AR \$ / TOTAL) once this is turned in to me I will get a reimbursement check from the club to put this back in your teams account. I have attached a sample one to your packet

\*\* Estimate **Coach's travel expenses** based on tournaments you are in (coaches are paid \$40.00 per day for food (2 day tournament is \$80.00 Friday to Saturday and Saturday to Sunday) Hotels, Mileage at 56 cents per mile up 300 Miles outside the 6 county area. (Milwaukee, Waukesha, Ozaukee, Washington, Racine, Kenosha) If travel is more than 300 miles total coaches must rent a car for \$40.00 per day and submit gas receipts.

\* Estimate "kickoff party" Expense (if your team decides to do one)

\* Add those up and divide by number of players on team

2: When you need to collect checks from the parents on your team have them made out to (your **team CODE** ) Fill out a deposit form and either mail them to me, drop them off at my house or drop them off at the EBU Office at the indoor Facility.

3: You will fill out a Check request form for any and all money that will be taken out of your teams account. **(With your team CODE )**

\* Paying a family to be the Referee Parent

\* Coach's Expenses \*\* See Above\*\*

\* Tournament fee's (either to the tournament itself or a parent that has paid for it) If making to tournament please remember to give me any Reference #'s that you are given when registering

4: To find your Referee Fees:

\* Go to [Elmbrookunited.com](http://Elmbrookunited.com)

\* Click on Select – Info For Select Managers (Referee Fees are listed there

5: To find the Cost of Tournaments:

\* <http://www.wiyouthsoccer.com/> Click on Tournaments

If you have any questions please let me know

Diane Drews

EBU Select Division Treasurer

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Office Hours Tuesday 6-8 PM

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