

## Overview of the Treasurer Job:

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

\*\* Your team will again receive the \$200.00 per registered team member (this is the "Deposit" they paid when registering, this will get your team account 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 – \*\* Please use this format so all forms are the same \*\*

\*\* Estimate **Coach's travel expenses** based on tournaments you are in (coaches are paid **\$45.00** per day for food (2 day tournament is \$90.00 Friday to Saturday and Saturday to Sunday) Hotels, Mileage at **62.5** cents per mile up 300 Miles outside the 6 county area. \*\*Both Tournaments and League Games, they are paid mileage \*\* (Milwaukee, Waukesha, Ozaukee, Washington, Racine, Kenosha) If travel is more than 300 miles **total** coaches must rent a car for **\$75.00** 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. If families VENMO or any other form of \$ transfer, you will need to send me a check with a deposit form and the list of the families that gave money and how much

\*\* all funds are to go through you team account

3: You will fill out a Check request form for any and all money that will be taken out of your team's 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 to tournament please remember to give me any Reference #'s that you are given when registering or you can send a copy of the form and I can include this with the check when sending directly to the tournament

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

6: All the treasurer information is on the EBU Website under Select, treasurer information. There are printable and fillable forms for your use.

7: If you email me a check request, I will email you back with the check is typed, Please do not email and mail the request.

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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