The background of the slide is a light blue gradient with several realistic water droplets of various sizes scattered across it. The droplets have highlights and shadows, giving them a three-dimensional appearance.

# **FINANCIAL ORIENTATION**

## **WHAT YOU NEED TO KNOW BUT NO ONE TOLD YOU**

**HEATHER JACKSON, ACCOUNTING MANAGER**

**DICK METIVIER, NTSSA TREASURER**

**NTSSA AGM  
JULY 10, 2021**

# AGENDA

- ACCOUNTING
- IRS
- THEFT PREVENTION
- WHAT DOES A NEW TREASURER NEED?
- POLICES

The background features a light gray gradient with several realistic water droplets of various sizes scattered in the corners. The droplets have highlights and shadows, giving them a three-dimensional appearance. The text is centered in the middle of the page.

# ACCOUNTING TOPICS

# QUICKBOOKS VS. EXCEL

## QUICK BOOKS

### ❑ *THE GOOD*

- ❑ CENTRALIZES YOUR ACCOUNTING INFO.
- ❑ BUILT IN RECONCILIATIONS, FORM PRODUCTIONS, FINANCIAL STATEMENTS, ETC.

### ❑ *THE BAD*

- ❑ THE NEED TO KNOW T-ACCOUNTING ENTRIES. THE GOOD OLD DEBITS & CREDITS
- ❑ IF YOU MISS A STEP IT CAN CAUSE A SNOWBALL ISSUE WITH REPORTS, ETC. HAVING ISSUES

## EXCEL

### ❑ *THE GOOD*

- ❑ SIMPLEST FORM - TRACKING CASH COMING IN AND OUT
- ❑ CHEAPER THEN ACCOUNTING SYSTEMS

### ❑ *THE BAD*

- ❑ IF TREASURER/ACCOUNTANT CHANGING REGULARLY CAN YOU ENTRUST THEY WILL PASS THEM ALONG? ANYONE ELSE HAVE COPIES?
- ❑ IF YOU WANT FINANCIAL STATEMENTS THOSE NEED TO ALL BE CREATED BY YOU AS WELL

# EXCEL EXAMPLE

Sample Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard: Paste, Cut, Copy, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, \$, %, .00, .00

Formula Bar: G11, fx

	A	B	C	D	E	F	G	H	I
	Transaction Date	Check #	Customer/Vendor Name	Incoming Funds	Out Going Funds	Running Balance	1099 Column	Check Cleared	
1									
2	9/1/2017		Billy Johnson	100.00		100.00	Youth Registration		
3	9/1/2017		Cindy Jones	100.00		200.00	Youth Registration		
4	9/1/2017		Heath Bar	100.00		300.00	Youth Registration		
5	9/1/2017		Larry Hall	75.00		375.00	Adult Registration		
6	9/1/2017		Wendy Day	75.00		450.00	Adult Registration		
7	9/1/2017		Cindy Who	100.00		550.00	Youth Registration		
8	9/1/2017	1234	Parks & Rec Cedar Hill		200.00	350.00	Field Rent & Maint	X	
9	9/1/2017		Kit Cat	100.00		450.00	Youth Registration		
10	10/7/2017	1235	Sport Pin		200.00	250.00	Medals & Trophies		
11						250.00			
12						250.00	Youth Registration		
13						250.00	Adult Registration		
14						250.00	Fundraiser		
15						250.00	Raffle		
16						250.00	Tournament Fee Revenue		
17						250.00	Sponsorship Received		

# REPORTS AND RECONCILIATIONS COMMONLY USED

- BALANCE SHEET
- FINANCIAL STATEMENT (P&L/STATEMENT OF ACTIVITY)
- BANK RECONCILIATION
- YEARLY BUDGET
- DEMOGRAPHICS
- TOURNAMENTS & CONCESSIONS

# STATEMENT OF FINANCIAL POSITION AKA BALANCE SHEET

Statement of Financial Position for XYZ

As of [Month, Date, Year]

ASSETS		
	<b>Current Assets (1 year or less)</b>	
	Cash and Cash Equivalents	8200
	Investments	1000
	Accounts Receivable	500
	<b>Total Current Assets</b>	<b>9700</b>
Debit balance	<b>Fixed Assets (more than 1 year)</b>	
	Office Furniture and Equipment	2000
Credit balance	Computer Equipment and Software	500
	Accumulated Depreciation	(1000)
	<b>Total Fixed Assets Less Accumulated Depreciation</b>	<b>1500</b>
	<b>Other Assets</b>	
	Other Assets	-
	<b>Total Other Assets</b>	<b>-</b>
	<b>TOTAL ASSETS*</b>	<b>11,200</b>
	<b>LIABILITIES AND NET ASSETS</b>	
	<b>Current Liabilities (1 year or less)</b>	
	Accounts Payable & Accrued Expenses	(500)
	<b>Total Current Liabilities</b>	<b>(500)</b>
	<b>Long-Term Liabilities (more than 1 year)</b>	
	Note Payable	(1000)
	<b>Total Long-Term Liabilities</b>	<b>(1000)</b>
	<b>TOTAL LIABILITIES</b>	<b>(1500)</b>
	<b>Net Assets</b>	
	Unrestricted Net Assets	(9700)
	<b>TOTAL NET ASSETS</b>	<b>(9700)</b>
	<b>TOTAL LIABILITIES AND NET ASSETS*</b>	<b>(11,200)</b>
	<b>These totals should equal each other*</b>	

# STATEMENT OF ACTIVITIES

## AKA INCOME STATEMENT/ P&L

Statement of Activities for XYZ							
For Period Ended [Month, Date, Year]							
	Debit balance						
	Credit balance						
				Monthly	Y-T-D	Budget	Difference
				Actual	Actual (C)	(D)	(C - D)
<b>UNRESTRICTED REVENUES &amp; GAINS</b>							
	Public Contributions			(1000)	(2000)	(1500)	(500)
	Program Service Revenue			(1000)	(10,000)	(15,000)	5000
	Investment Income						
<b>TOTAL UNRESTRICTED REVENUES &amp; GAINS (A)</b>				<b>(2000)</b>	<b>(12,000)</b>	<b>(16,500)</b>	<b>4500</b>
<b>EXPENSES</b>							
	Program Services			800	1400	1600	(200)
	General Administration			200	500	600	(100)
	Fundraising						
<b>TOTAL EXPENSES (B)</b>				<b>1000</b>	<b>2300</b>	<b>2200</b>	<b>(300)</b>
<b>INCREASE IN NET ASSETS (A-B)</b>				<b>(1000)</b>	<b>(9,700)</b>	<b>(14,300)</b>	<b>4200</b>



# BANK RECS

## BANK STATEMENT

- ENDING BALANCE
- PLUS OUTSTANDING  
DEPOSITS
- LESS OUTSTANDING  
CHECKS
- EQUALS RECONCILED  
ACCOUNT BALANCE

## GENERAL LEDGER

- BEGINNING BALANCE
- PLUS ALL DEPOSITS  
AND INTEREST
- LESS ALL CHECKS  
AND SERVICE  
CHARGES
- EQUALS RECONCILED  
ACCOUNT BALANCE

Bank Statement & General Ledger reconciled account balance should equal.

# THE BANK SIDE...

BANK RECONCILIATION				
<b>BANK NAME</b>	XYZ BANK			
<b>ACCOUNT NUMBER</b>	0000000000			
<b>MONTH ENDING</b>	March 31, 2009			
<b>BALANCE PER BANK STATEMENT</b>		March 31, 2009		\$100,000.00
<b>Deposits in transit:</b>			3/31/2005	\$25,000.00
<b>Outstanding Checks:</b>			Check # 1234	(100.00)
			Check # 1235	(25.00)
			Check # 1236	(75.00)
			Check # 1237	(50.00)
<b>ADJUSTED BANK BALANCE</b>				\$124,750.00

# THE G/L SIDE....

<b>BALANCE PER GENERAL LEDGER</b>	<b>March 31, 2009</b>	<b>\$124,750.00</b>
<b>Deposits not recorded</b>		
<b>Checks/Electronic Transfers not Recorded</b>		
<b>ADJUSTED LEDGER BALANCE</b>		<b>\$124,750.00</b>
	<b>Variance</b>	<b>0.00</b>

# MAKE A PLAN = DRAFT A BUDGET

- FISCAL YEAR VS ANNUAL
- REVENUE ESTIMATES
- FIXED COSTS VS EXPENSES THAT ARE % OF REVENUE
- LABOR COSTS
- ONE TIME EXPENSES AND COST ESTIMATES
- RAINY DAY RESERVE, 6 MONTHS EXPENSES.
- NOT ILLEGAL TO MAKE A PROFIT AND HAVE RETAINED EARNINGS. DO NOT BUDGET LOSSES AS A RULE.
- DO NOT COUNT ON TOURNAMENT, CONCESSIONS, OR DONATIONS. REGISTRATION SHOULD COVER OPERATING EXPENSES.

**ESTIMATE BASED ON HISTORICAL DATA AS WELL AS KNOWLEDGE ABOUT THE FUTURE. WHAT IS REASONABLE AND ATTAINABLE?**

The image features a light gray background with a subtle gradient. In the top-left and bottom-right corners, there are several realistic water droplets of various sizes, rendered with soft shadows and highlights to give them a three-dimensional appearance. The text 'IRS TOPICS' is centered in the middle of the page.

# IRS TOPICS

# IRS NEED TO KNOWS

- DATES TO KEEP IN MIND
  - 990 IS DUE JANUARY 15 TO THE IRS IF YOU HAVE THE SAME FISCAL YEAR AS NTX, SEPTEMBER 1 TO AUGUST 31. (15<sup>TH</sup> OF THE 5<sup>TH</sup> MONTH AFTER THE CLOSE OF YOUR FISCAL YEAR)
  - 1099 & W-2 DUE DATES JAN. 31 TO RECIPIENTS AND IRS.
- FORMS, LETTERS AND DOCUMENTS YOU NEED TO KNOW
  - DONATION THANK YOU LETTER
  - 990 FORMS/GROUP RETURN INFORMATION NEEDED
  - 1099 MISC. (MOST WILL BE NEC) AND 1096 (THIS IS THE SUMMARY STATEMENT TO IRS)
  - W-2 FOR THOSE WHO HAVE EMPLOYEES
- ALWAYS MAKE SURE YOU HAVE A TRACKING ON PACKAGES YOU SEND TO THE IRS (CERTIFIED MAIL, UPS, FED EX)

# THANK YOU, THANK YOU

- **REQUIRED INFORMATION (IRS PUB. 17 CHAPTER 24)**
  - **DONOR'S NAME**
  - **DONATION AMOUNT OR DONATED ITEM DESCRIPTION**
    - **\$250+ = MUST AUTOMATICALLY PROVIDE DONOR RECEIPT**
    - **YOU WANT TO KEEP RECORDS OF THE LARGE DONATIONS WHERE YOU CAN FIND THEM QUICKLY. YOU WILL NEED THEM FOR THE 990 REPORTING.**
    - **IF THE DONOR WANTS TO BE ANONYMOUS YOU WILL STILL NEED THE NAME AND ADDRESS FOR \$5K DONATIONS. THEY ARE ANONYMOUS TO EVERYONE BUT THE IRS. YOU WILL NEED TO REPORT THEIR INFORMATION DURING 990 REPORTING.**
  - **STATEMENT WHETHER OR NOT GOODS/ SERVICES PROVIDED IN RETURN FOR THE GIFT**
  - **GOOD-FAITH ESTIMATE OF GOODS/ SERVICES VALUE**
  - **DATE OF CONTRIBUTION**
- **COMPANIES DONATING CASH WILL ASK FOR A W-9**
- **THANKS TO YOUR DONATION...**

**USE AS OPPORTUNITY TO RECRUIT VOLUNTEERS**

# 990 RETURN + THE IRS

- YOU HAVE 2 WAYS TO FILE ON YOUR OWN OR WITH THE NTX GROUP FILING
  - FILE ON YOUR OWN
    - 990-N GROSS RECEIPTS NORMALLY  $\leq$  \$50,000 (POSTCARD)
    - 990-EZ/990 GROSS RECEIPTS  $<$  \$200,000 & TOTAL ASSETS  $<$  \$500,000
    - 990 GROSS RECEIPTS  $\geq$  \$200,000 OR TOTAL ASSETS  $\geq$  \$500,000
  - GROUP FILING TAKES MORE INFORMATION & IS USUALLY THE CHOICE OF THE LARGER THAN \$50K AS MYSELF & OUR CPA FIRM REVIEW EVERYTHING & TAKE CARE OF MAKING SURE EVERYTHING IS DONE ON-TIME
- IRS STATES WE DIDN'T FILE OUR 990 RETURN & ASSOCIATION DID FILE VIA NTSSA'S 990 GROUP RETURN
  - THIS IS THE SCENARIO WHEN TO DISCLOSE NTSSA'S GROUP TIN & GEN #'S
  - RECOMMEND RESPOND IN WRITING VIA CERTIFIED MAIL RETURN RECEIPT
  - INCLUDE COPY OF VERIFICATION LETTER AND 990 FROM NTSSA.
- NOT FILING CAN CAUSE A \$20/DAY PENALTY EACH DAY LATE, MAX IS USUALLY \$10K OR 5% OF THE ORGANIZATION'S GROSS RECEIPTS, & OVER \$50K GROUPS ARE LOOKING AT \$100/DAY UP TO \$50K
- IF YOU DO NOT REPORT FOR 3 YEARS OR MORE YOU ARE LOOKING AT HAVING TO FILL OUT A 1023 FORM TO GET THE IRS TO REINSTATE YOUR 501 (C)(3) STATUS (28 PAGES OF FUN)

**STICK AROUND FOR THE 990 COURSE TO GET MORE DETAILS**



# IT'S JANUARY! = 1099 FORM

- ASSOCIATION *AND* ALL BOARD MEMBERS LIABLE
- ALL APPLICABLE VENDORS & INDEPENDENT CONTRACTORS
  - LANDLORD
  - COMPANY PROVIDES SERVICE & NOT A CORPORATION
  - THE PROS, EX: ATTORNEYS AND ACCOUNTANTS
  - CONTRACTORS (NOW A 1099NEC)
    - EXAMPLES: COACHES, ASSIGNORS, REFEREES, CONCESSIONS
    - PAID \$600 OR MORE IN PRIOR CALENDAR YEAR. DO NOT EXPECT THEM TO TELL YOU THAT YOU PAID THEM OVER \$600.
- OBTAIN FORMS EARLY. IRS (FREE), STORE, ON-LINE

**NO FORM W-9 = NO PAYMENT**

TAKE A COPY OF THE TIN CHECK TO HELP INSURE W-9S ARE GOOD TO GO.

# TAXABLE & FRINGE BENEFITS CAN = 1099

- APPLICABLE TO ALL BOARD MEMBERS
- APPLICABLE TO ALL EMPLOYEES (IF AMOUNT IS NOT INCLUDED ON THEIR W-2)
- IRS PUBLICATION 15-B FOR GUIDANCE
  - EXAMPLES: GIFT CARDS, PERSONAL USE OF ORGANIZATION'S PROPERTY, EXPENSE REIMBURSEMENTS WITHOUT ADEQUATE SUPPORT, THEFT, EXPENSES PAID FOR SPOUSES
- EXPENSE REIMBURSEMENTS WITH ADEQUATE SUPPORT DO NOT COUNT

# 1099NEC

- COPY B POSTMARKED TO RECIPIENTS BY **JANUARY 31<sup>ST</sup>**
  - CAN BE A 4 SQUARE PULL PAGE THAT HAS 1 PERSON PER PAGE WITH SAME INFO REPEATED ON ALL FOR SQUARES - USUALLY CREATED BY ACCOUNTING SYSTEMS
  - FOR SOCCER IT WILL BE THE TRADITIONAL ½ PAGE FILINGS
  - 1099 FORMS FROM IRS (FREE), STORE, OR ONLINE. IRS COPY A MUST BE RED VERSION (SCANNABLE).
  - **SEND ASAP SO ERRORS CAN BE CORRECTED ON THE IRS COPIES. AVOID IRS ISSUES**
- IRS [PAPER]COPY A OF ALL ISSUED WITH FORM 1096 BY **JANUARY 31**
  - RECOMMEND SENDING VIA USPS CERTIFIED MAIL; RETURN RECEIPT
  - E-FILE IF POSSIBLE (THEY SAY THEY ARE GOING TO MANDATE THIS)
  - RETAIN RETURN RECEIPT AS PART OF ORGANIZATION'S PERMANENT RECORDS
- COPY C IS PAYER'S COPY
  - PART OF ORGANIZATION'S PERMANENT RECORDS
  - ALSO KEEP A COPY OF THE 1096 YOU SEND TO THE IRS WITH YOUR PERMANENT RECORDS
  - E-FILE CAN SEND THESE OUT BUT WILL NEED EMAILS FOR RECIPIENTS.  
**THESE WILL BE FILED BY YOUR ASSOCIATION WITH YOUR EIN AND ADDRESS**

# RECORD RETENTION - IRS

## PERIOD OF LIMITATIONS - INCOME TAX RETURNS

- KEEP RECORDS FOR 3 YEARS IF SITUATIONS (4), (5), AND (6) BELOW DO NOT APPLY TO YOU.
- KEEP RECORDS FOR 3 YEARS FROM THE DATE YOU FILED YOUR ORIGINAL RETURN OR 2 YEARS FROM THE DATE YOU PAID THE TAX, WHICHEVER IS LATER, IF YOU FILE A CLAIM FOR CREDIT OR REFUND AFTER YOU FILE YOUR RETURN.
- KEEP RECORDS FOR 7 YEARS IF YOU FILE A CLAIM FOR A LOSS FROM WORTHLESS SECURITIES OR BAD DEBT DEDUCTION.
- KEEP RECORDS FOR 6 YEARS IF YOU DO NOT REPORT INCOME THAT YOU SHOULD REPORT, AND IT IS MORE THAN 25% OF THE GROSS INCOME SHOWN ON YOUR RETURN.
- KEEP RECORDS INDEFINITELY IF YOU DO NOT FILE A RETURN.
- KEEP RECORDS INDEFINITELY IF YOU FILE A FRAUDULENT RETURN.
- KEEP EMPLOYMENT TAX RECORDS FOR AT LEAST 4 YEARS AFTER THE DATE THAT THE TAX BECOMES DUE OR IS PAID, WHICHEVER IS LATER.

# HELPFUL SITES TO KNOW

- [HTTP://WWW.STAYEXEMPT.IRS.GOV](http://www.stayexempt.irs.gov) – THIS SITE HAS FREE ONLINE VIDEOS AND INSTRUCTIONS ON DIFFERENT IRS FORMS & OTHER ACTIVITIES THAT COULD EFFECT YOUR 501(C)(3) STATUS
- [HTTP://APPS.IRS.GOV/APP/EOS/](http://apps.irs.gov/app/eos/) - TO CHECK A GROUPS EXEMPT STATUS. AFTER YOU MARK ELIGIBLE FOR TAX-DEDUCTIBLE/ REVOKED/ FILED FOR 990-N YOU CAN ENTER THE EIN OR NAME, CITY, ETC. AND GET THE GROUPS STATUS.

The background features a light gray gradient with several realistic water droplets of various sizes scattered in the corners. The droplets have highlights and shadows, giving them a three-dimensional appearance. The text 'FRAUD WATCH' is centered in the middle of the page.

# FRAUD WATCH

# FRAUD WATCH

- SOMEONE SHOULD REVIEW THE FUNDS GOING IN AND OUT (2 SETS OF EYES ARE BETTER THAN 1. EX: AUDIT COMMITTEE, SEPARATE PERSON(S) RECONCILE BANK STATEMENTS.
- FINANCIAL REPORT TO THE BOARD EVERY MEETING.
- TAKE CASH OUT OF YOUR PROCESSES. USE TRACKABLE TRANSACTION LIKE CHECKS AND CREDIT/DEBIT CARDS.
- YOUR TREASURER/ACCOUNTANT SHOULD NOT BE RELATED TO ANYONE ELSE IN THE CASH FLOW CIRCLE. SAME IS TRUE WITH MULTIPLE BANK SIGNORS.
- DO NOT CUT CHECKS TO ABBREVIATIONS. ANOTHER ACCOUNT WITH A NAME THAT HAS THE SAME INITIALS MAY EXIST & CAN CASH CHECKS
- HAVE 2ND SIGNOR FOR CHECKS. SUPPLY DOCUMENTATION TO 2<sup>ND</sup> SIGNEE. BANKS DO NOT EXAMINE CHECKS AS CLOSELY AS EXPECTED. OLD, MISSING SIGNATURE GET TRHOUGH.

# FRAUD WATCH (2)

- SIGNOR SHOULD BE DIFFERENT FROM PERSON WRITING THE CHECK.
- NO BLANK CHECKS BEING SIGNED TO BE FILLED OUT LATER
- CREDIT CARD LIMITS, WHO HAS ACCESS
- CONCESSION: CASH AND CASH REGISTER POLICIES. INVENTORY REVIEWS. CARD SALES VS CASH.
- NO PETTY CASH OR AT LEAST MINIMIZE. CONCESSION BANK DEPOSITED AT END OF SEASON
- RECEIPTS FOR EVERYTHING
- FORMER TREASURER IS NOT SUPPLING HIS FILES.
  - ✓ AUDIT THE BANK ACCOUNT BY GETTING INFORMATION FROM BANK AND WORK BACKWARDS.
  - ✓ MOST VENDORS WILL HAVE RECORDS FOR A COUPLE YEARS
  - ✓ REVIEW INCOME FROM SOCCER REGISTRATION SOFTWARE



The background features a light gray gradient with several realistic water droplets of various sizes scattered in the corners. The droplets have highlights and shadows, giving them a three-dimensional appearance. The text is centered in the middle of the page.

**NEW TREASURER?**

# NEW TREASURER TAKING OVER

- OBTAIN THE FILES FROM THE PREVIOUS TREASURER IF NO SOCCER OFFICE.
- COLLECT & UPDATE INFO NEEDED TO RUN FINANCIAL BUSINESS . **CHANGE THOSE PASSWORDS AND WHO IS ADMINISTRATOR**
  - ✓ CHANGE THE ADMIN FOR ALL ACCOUNTS, ESPECIALLY BANK ACCOUNTS, & CHECK SIGNORS. DON'T FORGET INTERNET, UPS, PHONES, AND ALL VENDORS.
- REVIEW FINANCIALS & PROCESSES USED, SPECIALLY WHERE MONEY IS CHANGING HANDS.
  - ✓ CONCESSIONS - HAVE MULTIPLE PEOPLE COUNTING THE MONEY AT START AND END OF THE DAY. TRACKING INVENTORY TO MATCH CASH TO PRODUCT SOLD?
  - ✓ REGISTRATION - HAVE THE PROPER FUNDS FOR THE NUMBER OF PLAYERS MINUS SCHOLARSHIPS/DISCOUNTS? WHO IS RESPONSIBLE OR TOUCHES THE FUNDS? ARE THERE TOO MANY? ARE THERE 2 PEOPLE ACCOUNTING FOR THE FUNDS?
  - ✓ REF PAYMENTS - DO YOU HAVE A TRACKING SYSTEM ON HOW MUCH EACH REF IS BEING PAID? ARE YOU PAYING IN CASH? IF PAID AT THE FIELD DO WE HAVE SIGNATURES OF HOW MUCH EACH ONE IS PAID?
  - ✓ REPORTING - PREVIOUS TREASURERS KEPT UP WITH IRS REPORTING? HAVE THEY BEEN FILING WITH THE GROUP 990?
  - ✓ KNOW YOUR CONTRACT DATES & THE STIPULATIONS IN THEM. DO YOU HAVE COPIES OF THEM TO REFERENCE? (INSURANCE, CITY, AUTO BILLINGS)

# PASSWORDS - YOU IN THE GREEN?

Number of Characters	Numbers Only	Lowercase Letters	Upper and Lowercase Letters	Numbers, Upper and Lowercase Letters	Numbers, Upper and Lowercase Letters, Symbols
4	Instantly	Instantly	Instantly	Instantly	Instantly
5	Instantly	Instantly	Instantly	Instantly	Instantly
6	Instantly	Instantly	Instantly	1 sec	5 secs
7	Instantly	Instantly	25 secs	1 min	6 mins
8	Instantly	5 secs	22 mins	1 hour	8 hours
9	Instantly	2 mins	19 hours	3 days	3 weeks
10	Instantly	58 mins	1 month	7 months	5 years
11	2 secs	1 day	5 years	41 years	400 years
12	25 secs	3 weeks	300 years	2k years	34k years
13	4 mins	1 year	16k years	100k years	2m years
14	41 mins	51 years	800k years	9m years	200m years
15	6 hours	1k years	43m years	600m years	15 bn years
16	2 days	34k years	2bn years	37bn years	1tn years
17	4 weeks	800k years	100bn years	2tn years	93tn years
18	9 months	23m years	6tn years	100 tn years	7qd years

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STARTING TODAY,  
ALL PASSWORDS MUST  
CONTAIN LETTERS,  
NUMBERS, DOODLES,  
SIGN LANGUAGE AND  
SQUIRREL NOISES.



PASSWORDS

# NEW TREASURER TAKING OVER (2)

- **HAVE ALL IMPORTANT ASSOCIATION DOCUMENTATION? GET IT AND SCAN IT. EX: ARTICLES OF INCORPORATION, BY-LAWS, SALES TAX EXEMPTION, EIN ISSUED, ETC.**
- **PUT BILLS ON AUTOPAY. WATCH CASH FLOW.**
- **INSURANCE REVIEW AND PAYMENTS. NTSSA INSURANCE ISSUED 9/1. CERTIFICATE OF LIABILITY TO CITIES.**
- **FILL OUT AND USE SALES TAX & USE EXEMPTION FORM.**
  - ✓ **FILE FOR EXEMPTIONS FROM COUNTY OR CITY BUSINESS PERSONAL PROPERTY RENDITION**
  - ✓ **ENSURE ALL ACCOUNTS ARE NOT CHARGING SALES TAX.**
  - ✓ **STATE NON-PROFIT PERIODIC REPORT (FORM 802)**
  - ✓ **NOTE FEDERAL NONPROFIT STATUS IS UNDER NTSSA AND STATE UNDER THE ASSOCIATION**
  - ✓ **TX WORKFORCE COMMISSION (UNEMPLOYMENT TAXES) NO NUMBER ISSUED FOR NON PROFITS WITH <4 EMPLOYEES.**

# NEW TREASURER TAKING OVER (2)

- COST SAVINGS: DEATH OF A THOUSAND CUTS VS IFFY PROGRAMS. TROPHIES VS MEDALS (NO ENGRAVING), JOINING ORGANIZATIONS, GIFTS, OTHER NON-PROFITS, SAM'S/COSTCO, CHANGE VENDOR, GIFTS/MEALS
- NO PASS THRU ACCOUNTS

The image features a light gray background with a subtle gradient. In the corners, there are several realistic-looking water droplets of various sizes, some overlapping. The droplets are rendered with soft shadows and highlights, giving them a three-dimensional appearance. The word "POLICIES" is centered in the middle of the page in a bold, black, sans-serif font.

# POLICIES

# PUBLIC'S RIGHT TO KNOW

- Open Records Law – Only Public and Government Entities
- Financial Records
  - Nonprofit tax return must be available to public
  - Contributors must be divulged
  - Can go into more detail with members
- Profitability - Can have a profit and retained earnings with no time limits.
- City Presentations – GLASA Example
- Donations
  - Anything for the city (goals, bleachers, nets). Shifts liability and maintenance.
  - Asked for non-profit letter.
  - Do not owe other charities and non-profits. Protect your assets.



# FIDUCIARY RESPONSIBILITY

- A PERSON WHO HAS A DUTY TO ACT ON *BEHALF OF AND FOR THE BENEFIT OF ANOTHER* WITH THE UTMOST IN GOOD FAITH, LOYALTY, CANDOR, AND CARE.
- A FIDUCIARY MUST GIVE PRIORITY TO THE BEST INTEREST OF THE BENEFICIARY OVER ALL OTHER INTERESTS, INCLUDING THE FIDUCIARY'S OWN INTEREST

# CONFLICT OF INTEREST

- CONFLICT OF INTEREST - RISK THAT JUDGMENT WILL BE INFLUENCED BY A SECONDARY INTEREST.
- CONFLICTS OF INTEREST AREN'T ILLEGAL UNLESS YOU WORK OR INVOLVED WITH, A GOVERNMENT ENTITY, WORK IN A REGULATED PROFESSION (LAW OR ACCOUNTANCY, OR YOU CONTRAVENE BRIBERY LAWS.
- THEY CAN CAUSE PEOPLE TO QUESTION YOUR HONESTY, CREDIBILITY, INTEGRITY AND REPUTATION.
- CONFLICTS ARE SOMETIMES PERMITTED: REAL OR PERCEIVED, INFORMED CONSENT, VOTING ONLY, CAPTURE IN MINUTES, MAKE LEGAL
  - ✓ FAIR AND REASONABLE TO THE CORPORATION AND FOR THE CORPORATION'S BENEFIT
  - ✓ BEFORE TRANSACTION:
    - BOARD HAS KNOWLEDGE OF MATERIAL FACTS AND DIRECTOR'S INTEREST.
    - BOARD CONDUCTED A REASONABLE INVESTIGATION AND COULD NOT MAKE MORE ADVANTAGEOUS ARRANGEMENT.
    - BOARD IN GOOD FAITH APPROVED BY MAJORITY WITHOUT THE INTERESTED DIRECTOR

# POLICIES

- RULES OF ORDER, EMAIL VOTING LIMITS, COMMITTEES
- WHISTLE BLOWER
- REFUNDS - CONSISTENCY, WHO DECIDES, SIMPLIFY
- PROJECT MANAGEMENT/PROPOSALS
- INVESTMENT AND INSURANCE RISK
- ACCESS TO EMAIL LIST, FIELDS, ASSETS, ASSOCIATION SUPPORT - DOES MEMBERSHIP THINK THEY ARE ENDORSEMENTS, SLIPPERY SLOPE, MEET MISSION STATEMENT
- AUDITS. COMMITTEE VS. ACCOUNTING FIRM
- EMAIL VOTING, AMBUSH VOTES

# MISCELLANEOUS

- OPERATING PROCEDURES VS POLICIES
- PROJECT MANAGEMENT TRACKING. USE FORM AND GET INTO MINUTES...SAME WITH EMAIL VOTING. FORCES PROPONENT TO SUPPLY BACKGROUND, DATA, RESULTS.
- TOO MANY BOARD MEMBERS ON A COMMITTEE
- TECH SOUP FOR SOFTWARE
- PRINTER ORIENTATION

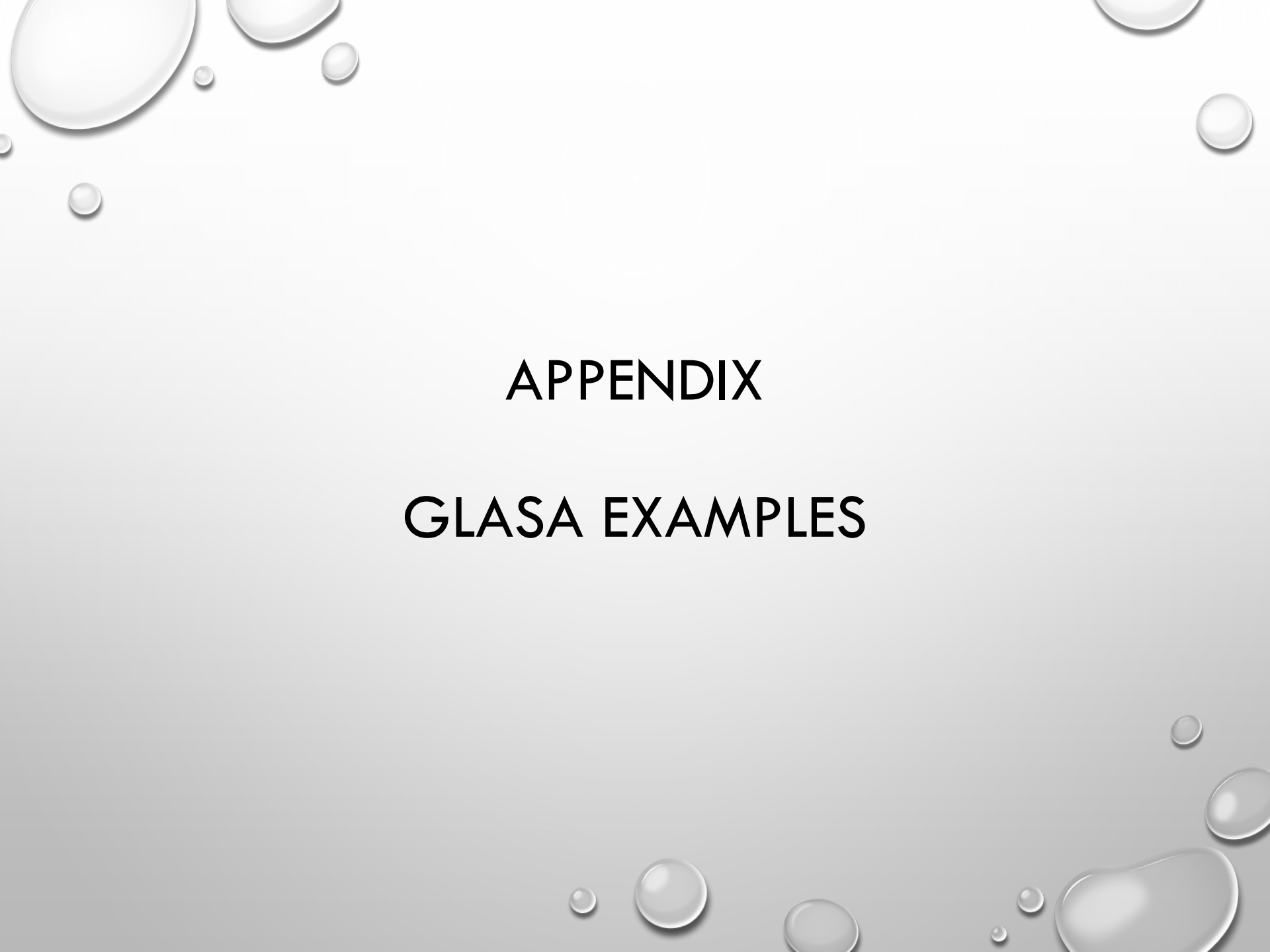
# MISCELLANEOUS (2)

- ELECTRONIC FILES VS PAPER
- SCHOLARSHIPS, ACADEMIC AND NEED
- GETTING A CREDIT CARD
- TRAVEL REIMBURSEMENT, HOTELS
- PROGRAMS AND OFFERS USING ASSOCIATION COMMUNICATION.
  - ✓ DOES MEMBERSHIP CONSIDER THEM AN ENDORSEMENT
  - ✓ SLIPPERY SLOPE, WHO GETS ACCESS, NUISANCE TO MEMBERS
  - ✓ NONPROFIT, VOLUNTEER RUN. DO NOT OWE MORE.
  - ✓ HOW FAR DISCONNECTED FROM MISSION

The background of the slide is a light gray gradient with several realistic water droplets of various sizes scattered across it. In the top-left corner, there is a small orange square icon containing a white speech bubble.

# QUESTIONS?

**ONE OF THE TRUEST TESTS OF INTEGRITY  
IS ITS BLUNT REFUSAL TO BE  
COMPROMISED. - CHINUA ACHEBE**

The background of the slide is a light gray gradient. It is decorated with several realistic water droplets of various sizes, scattered in the corners. The droplets have highlights and shadows, giving them a three-dimensional appearance.

# **APPENDIX**

## **GLASA EXAMPLES**

## GLASA Tournament Financial Results

	2020							
	Carey		Wiseman		Boots & Bones		Fall Premier	
	Income	Expense	Income	Expense	Income	Expense	Income	Expense
Entrance Fees			\$57,700	\$1,598	\$50,040	\$1,251	\$46,030	\$1,140
Vendors			\$763				\$1,749	
Concession			\$2,497	\$2,803	\$3,695	\$3,942	\$4,042	\$4,682
Hotel Rebates			\$329					
Ad, Donor, Sponsor			\$0		\$0		\$0	
Fee Refund				\$0		\$0		\$0
Referee Pay				\$16,732		\$13,693		\$16,882
Referee Assignor				\$2,313		\$1,750		\$2,398
Referee, Misc.				\$558.75		\$301		\$241
Souvenir				\$0		\$0		\$0
Office Expenses				\$264		\$115		\$256
Trophies/Medals				\$3,028		\$3,045		\$7,503
Web Site Fee				\$1,320		\$990		\$1,280
Management Co.				\$8,946		\$12,500		\$7,536
Trainers				\$2,795		\$1,628		\$2,782
Tents, Golf Carts				\$500		\$198		\$198
Field Rental				\$0		\$9,640		\$0
<b>Total</b>	\$0	\$0	\$61,289	\$40,858	\$53,735	\$49,053	\$51,821	\$44,898
<b>Profit/Loss</b>	\$0		\$20,431		\$4,682		\$6,923	
Date	5/8-10		8/19-21		10/30-11/1		11/7-9	
# Teams	0		132		100		128	
Weather	Cancelled (COVID)		Good		Good		Good	

### NOTES

Entrance Fee Expense: Credit Card Fees

T-Shirts: Vendor prints at field: Income under vendors

Supplies, stamps, labor, & copies supplied by office. Estimate \$2/team

Referee Misc: Flipping coins, meals/beverages, GameOfficials.net service fees

Website (Got Soccer) \$10/team registered & advertising fee if used.

Medals & Souvenirs can be \$0 or low if used up inventory.



### GLASA Concessions Fall 2019 Results

Park	Season		Sales		Labor		Food		Insurance & Fees	
	Start	End	Gross	%	Expense	% Sales	Expense	% Sales	Expense	% Sales
Railroad	5-Aug	17-Dec	\$23,518.30	51.11%	\$9,658.00	41.07%	\$17,340.88	73.73%	\$557.24	2.37%
Railroad BB	3-Sep	16-Nov	\$5,436.10	11.81%	\$2,089.00	38.43%	\$4,008.23	73.73%	\$128.80	2.37%
Chinn Chapel	7-Aug	17-Dec	\$6,118.95	13.30%	\$2,510.50	41.03%	\$4,511.72	73.73%	\$144.98	2.37%
Lake Park	9-Aug	17-Dec	\$10,939.50	23.77%	\$5,214.00	47.66%	\$8,066.08	73.73%	\$259.20	2.37%
<b>Totals:</b>			\$46,012.85	100.00%	\$19,471.50	42.32%	\$33,926.92	73.73%	\$1,090.22	2.37%

Supplies		Equipment		Repairs		C Card	Total	GLASA Profit	
Expense	% Sales	Expense	% Sales	Expense	% Sales	Processing	Expenses	Gross	% Sales
\$1,089.26	4.63%	\$51.10	0.22%	\$193.32	0.82%	\$340.33	\$29,230.13	(\$5,711.83)	-24.29%
\$251.78	4.63%	\$11.81	0.22%	\$44.69	0.82%	\$64.92	\$6,599.22	(\$1,163.12)	-21.40%
\$283.40	4.63%	\$13.29	0.22%	\$50.30	0.82%	\$55.35	\$7,569.55	(\$1,450.60)	-23.71%
\$506.67	4.63%	\$23.77	0.22%	\$89.92	0.82%	\$127.85	\$14,287.49	(\$3,347.99)	-30.60%
\$2,131.11	4.63%	\$99.97	0.22%	\$378.23	0.82%	\$588.45	\$57,686.40	(\$11,673.55)	-25.37%
Battle of Badge Profit Donated to Charity								(\$201.62)	
								(\$11,875.17)	

Notes: Minimal rainouts, Hot  
 Battle of Badge Profit Donated to Charity  
 Billing issues with Coke. No invoices sent for Railroad Soccer or Chinn Chapel since spring



# GLASA Fall 2019 Demographics

	Players						
Residency	Rec	Compet	Academy	Released	Non Rost	Total	%
Lewisville	598	40	62	0	0	700	14.3
Highland Village	279	15	28	0	1	323	6.6
Flower Mound	1067	120	112	0	0	1299	26.6
Non Resident	334	645	1586	0	4	2569	52.5
Total	2278	820	1788	0	5	4891	100.0
%	46.6	16.8	36.6	0.0	0.1	100.0	

	Coaches, Assistants, Managers						
	Lewisville	HV	F.M.	Non Res	Total	Boy's	Girl's
Recreational	73	35	144	39	291	153	138
Competitive	8	3	18	115	144	107	37
Total	81	38	162	154	435	260	175
%	18.6	8.7	37.2	35.4	100.0	59.8	40.2

	Games Scheduled by Field				
	Lewisville	HV	F.M.	Non Res	Total
Recreational	355	266	386	373	1380
Adult	20	0	20	0	40
NMCSL	7	0	3	10	20
Elite Academy	246	0	79	0	325
Total	628	266	488	383	1765
%	35.6	15.1	27.6	21.7	100.0
LHGCL No Lites	306	0	262	0	568
LHGCL W/ Lites	7	0	3	0	10
MiniKick Program	62 Players. Held on Fields 1a&b @ Double Tree on Six Saturdays. U2&3 1-1:45 and U4&5 1:45-2:30				

	Field Use & Fees			
Residency	Lewisville	HV	F.M.	Total
Lewisville	293	84	221	598
Highland Village	96	73	110	279
Flower Mound	461	178	428	1067
Non Resident	155	52	127	334
<b>Total</b>	<b>1005</b>	<b>387</b>	<b>886</b>	<b>2278</b>
<b>%</b>	<b>44.1</b>	<b>17.0</b>	<b>38.9</b>	<b>100.0</b>
Recreational Fee	\$3,870	\$1,398	\$3,296	\$8,564
LHGCL Fee	City Invoices	\$0	\$4,005	\$4,005
EAL Fee	\$2,460	\$0	\$1,185	\$3,645
Camps/Clinics	\$0	\$0	\$796	\$796
<b>Total Fees:</b>	<b>\$6,330</b>	<b>\$1,398</b>	<b>\$9,282</b>	<b>\$17,010</b>

- # Referees - 459 # Reduced/Free lunch - 156 recreational players
- Competitive teams register with GLASA but do not use GLASA fields.
- Games scheduled by non GLASA Schedulers are not included in the Field Use Calculations.
- Teams playing interassociation play a % of games on non-GLASA fields. Field use fees are collected from GLASA players only. Other cities do not collect fees from GLASA teams.  
Non GLASA: The Colony, Corinth, Little Elm, Coppell, and NMCSL (>U13).
- Double Tree U4-6&Tykes, Bakerfield U7 & U8, CC U13-19, Lake Park & RR U9-12 & Adult
- Players/team: U4-6 (6), U7 (8), U8 (10), U9 (12), U10 (14), U11-14 (18), U15-19 (22)
- Lake Highlands Girls Classic League (LHGCL) - RR & CC. Cities bill direct.
- EAL: Bakersfield U7-8 & few U9-10. Lake Park U9-10.
- Field use fees for GLASA based leagues: \$2/resident, \$14/non-resident
- Lewisville: \$10/hr no lights & \$20/hr w/lights. Flower Mound \$15/hr & \$25/hr w/lights  
Schedule to complete games by 6:00PM. Lights: reschedules & late (2nd) weekday game
- GLASA Tournaments: Wiseman 8/18-19 (58 Teams) & Fall Classic 11/8-10 (113 Teams).
- Player Clinics run by Challenger Sports @ Chin Chapel. Contact: Jon Davis 972-607-4843  
July 29-Aug 2 Summer Camp: 42 Players (\$580.00)  
Sept-Oct Skills Camp, Wednesday Nights: 27 Players (\$216)

# LIFT OPERATING ACCOUNT

January 1, 2021 to December 31, 2021

ACCOUNT NUMBER: 0630661510

DATE	CHECK #S	DESCRIPTION	DEPOSIT	PAYMENT	BALANCE	
			<b>BALANCE FORWARD:</b>		<b>\$72,652.86</b>	Reconciled
07-Jan-21		IFT, Rebate for D&O Insurance, 50%	\$492.50		\$73,145.36	*
11-Jan-21		IFT, Dues	\$820.00		\$73,965.36	*
15-Jan-21	2960	Henry Dres, Top Golf Deposit, Scholarship Play		\$1,510.05	\$72,455.31	*
18-Jan-21	2961	Golf Tournament Raffle Prizes		\$534.42	\$71,920.89	*
05-Feb-21		IFT, Dues	\$645.00		\$72,565.89	*
03-Mar-21		IFT, Dues	\$405.00		\$72,970.89	*
29-Mar-21	2962	TX Tech Foundation, LIFT Scholarships		\$3,000.00	\$69,970.89	*
07-Apr-21		IFT, Dues	\$575.00		\$70,545.89	*
23-Apr-21	2963	Henry Dres, Google Domain		\$31.50	\$70,514.39	*
23-Apr-21	2964	Henry Dres, Top Golf Balance, Scholarship Play		\$4,506.93	\$66,007.46	*
28-Apr-21	2934	TX A&M Scholarship, Nooran Riaz		\$1,000.00	\$65,007.46	*
28-Apr-21	2935	TX A&M Scholarship, Paloma Hernandez		\$1,000.00	\$64,007.46	*
28-Apr-21	2936	TX A&M Scholarship, Allison Brenner		\$1,000.00	\$63,007.46	*
28-Apr-21	2937	TX A&M Scholarship, Bethany Gawalis		\$1,000.00	\$62,007.46	*

## Greater Lewisville Area Soccer Association

**INCOME STATEMENT**

September 1, 2019 - August 31, 2020

**Fiscal Year - Final**

<b>INCOME:</b>		Actual	Budgeted	Variance
	Player Registration	\$335,901.59	\$525,000.00	(\$189,098.41)
	Concession	\$55,565.13	\$140,000.00	(\$84,434.87)
	Tournaments	\$99,144.50	\$120,000.00	(\$20,855.50)
	Donations/Grants	\$2,150.00	\$0.00	\$2,150.00
	Interest&Change in Value	\$63,529.75	\$10,000.00	\$53,529.75
	<b>Total Income:</b>	<b>\$556,290.97</b>	<b>\$795,000.00</b>	<b>(\$238,709.03)</b>
<b>EXPENSE:</b>				
	Field Use Fees	\$4,639.00	\$25,000.00	(\$20,361.00)
	Labor	\$130,893.50	\$315,000.00	(\$184,106.50)
	Operations	\$40,547.95	\$55,000.00	(\$14,452.05)
	Equipment/Fields	\$3,510.66	\$10,000.00	(\$6,489.34)
	Trophies	\$6,705.00	\$20,000.00	(\$13,295.00)
	Uniforms	\$5,236.45	\$14,000.00	(\$8,763.55)
	Office	\$29,298.42	\$30,000.00	(\$701.58)
	North Texas Fees	\$92,264.50	\$100,000.00	(\$7,735.50)
	Concession	\$66,922.76	\$95,000.00	(\$28,077.24)
	Tournaments	\$23,731.80	\$80,000.00	(\$56,268.20)
	FC Dallas	\$18,010.00	\$16,000.00	\$2,010.00
	Scholarships	\$6,000.00	\$6,000.00	\$0.00
	<b>Total Expense:</b>	<b>\$427,760.04</b>	<b>\$766,000.00</b>	<b>(\$338,239.96)</b>
<b>NET INCOME:</b>		<b>\$128,530.93</b>	<b>\$29,000.00</b>	<b>\$99,530.93</b>

# BALANCE STATEMENT

<b>ASSETS:</b>				
	Cash	\$1,600.00	\$1,600.00	\$0.00
	Security Deposits	\$1,182.11	\$1,182.11	\$0.00
	Operating Account	\$400,771.30	\$354,770.12	\$46,001.18
	Savings Account	\$46,503.96	\$46,511.17	(\$7.21)
	CD	\$899,444.57	\$845,907.61	\$53,536.96
	<b>Total Assets:</b>	<b>\$1,349,501.94</b>	<b>\$1,249,971.01</b>	<b>\$99,530.93</b>
<b>LIABILITIES:</b>				
	Accounts Payable	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
	<b>Total Liabilities:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>EQUITY:</b>				
	Retained Earnings	\$1,220,971.01	\$1,220,971.01	
	Net Income	\$128,530.93	\$29,000.00	
	<b>Total Equity:</b>	<b>\$1,349,501.94</b>	<b>\$1,249,971.01</b>	
<b>TOTAL EQUITY &amp; LIABILITIES:</b>		<b>\$1,349,501.94</b>	<b>\$1,249,971.01</b>	

**Notes:**

COVID shutdown mid March. 3-4 games played, no refunds. Concession sales very low.

Spring field Fees due later, end of year. Will show up in next years results

Carey Tournament Cancelled

Interest rate drop. Large increase in CD value.

Registration for Fall 2020 30% lower. Fall season started on time.