

# Sport Clubs Organization's Financial Policy

---

Sport Clubs Council

# Sport Clubs Organization's Financial Policy

## **TABLE OF CONTENTS**

### **Funding Committee Policy.... 3**

Review of procedures, forms and necessary requirements of the allocation process.

### **Funding Requests.... 4**

Explanation of and directions for placing an allocation request.

### **Acquiring Funds.... 7**

Explanation and direction to receiving direct funding for your sport club.

### **Maintaining Funds.... 10**

Explanation and directions for maintaining and documenting school funds, including auditing.

### **Funding Penalization.... 11**

Explanation and review of penalization processes associated with funding.

## **Funding Committee Policy**

### **The Committee**

The **Funding Committee** is the governing body that is responsible for financial allocations to individual sport clubs. The committee, comprised of 7 SCC members, meets once a semester to receive and process funding requests submitted by clubs, and is responsible for any future supplemental and reversion financial requests from the remainder of the semester.

### **The Process**

Sport clubs are allocated funds on a bi-annual basis, based on the fall and spring semesters. Provided below is an estimated schedule of the fiscal periods:

**Fall Period**                    **9/14 – 2/7**

**Spring Period**                **2/7 – 9/14**

Any expenditure for either the fall or spring fiscal period is due before its start. Any club events or expenditures that are planned for the summer must be requested at the Spring Period deadline, and any that are planned for winter break must be requested at the Fall Period deadline.

### **Voting**

In order to fairly and democratically allocate funds to the various sport clubs, the Funding Committee will follow normal voting procedures followed by the SCC, requiring a minimum of 4 voting members to establish quorum, and majority rule.

#### ➤ **Extraneous Circumstances**

If the Funding Committee cannot meet due to one of the following reasons, all financial power will be temporarily given to the Assistant Director of Sport Clubs. The decisions in each case shall not be considered a precedent but seen as an action to support the club activity.

- School is cancelled; therefore canceling the SCC meeting.
- A week where there is no SCC meeting scheduled or SCC does not meet quorum.
- When the SCC is not in session (i.e. winter and summer break).

## Funding Requests

### Funding Request Form

The **Funding Request Form** is the official document that clubs are required to submit to the Funding Committee in order to obtain allocated funds for club use. The form is available in the **AC 311 D**.

Funding requests must be submitted by **any club officer**, as with any other financial forms (reversion/supplemental requests, expenditure approvals, etc.). All funding requests are due in hard copy to AC 311B drop box by the announced date.

All clubs will be given a chance to articulate their argument for certain funding requests at the Funding Meeting (or to an SCC member prior to the meeting if necessary). This will serve in lieu of an appeals process.

### ➤ **Funding Categories**

The Funding Request Form categorizes requests into one of three categories: **Events**, **Equipment** and **Supplies**. Provided are definitions and examples of items belonging to these three categories to aid club officers in accurately classifying their requests:

#### Events

Events category is designated for any expenses related to club-related official activities. This includes, but is not limited to, the following expenses:

- Tournament and league fees and dues.
- Field rentals.
- Officiating costs.
- Contests and games.
- Meetings.
- Social events.
- Transportation costs.
- Hotel stays.
- Initiations and inductions.
- Award ceremonies.
- Certificates.
- Speakers and special guests.

### Equipment

Equipment category is designated for any expenses related to relevant equipment needed to practice and compete and generally will last more than a year in shelf life. This includes, but is not limited to, the following expenses:

- Uniforms.
- Sport equipment.
- Practice equipment (ex: water jugs).

### Supplies

Supplies category is designated for any expenses related to necessary items for club functioning and maintenance that generally lasts less than one year in shelf life. This includes, but is not limited to, the following expenses:

- One time use and disposable items (ex: paper plates and cups).
- Cleaning and maintenance items and expenses.
- Sporting goods (ex: tape, chalk, paints).

### **Reversion Request Form**

Club officers are allowed to submit a **Reversion Form** after allocations have been determined and during that fiscal period. Reversion forms are available in **AC 311D**. A reversion will allow clubs to submit a request to the funding committee to use the funds they were originally allocated for one purpose in another way. Any reversion submitted for an event **must fall before the scheduled date** for that event, and any funds not used before their scheduled date will be scraped back into the general SCO account.

Reversions are reviewed on a case-by-case basis by the SCC at their weekly meeting, and will be determined by majority rule with a minimum of 4 voting members required to establish quorum. In the case the Funding Committee cannot meet that week, the Assistant Director of Sport Clubs may handle any reversion requests.

\*Any reversion request under \$150.00 can be approved at any time at the Assistant Director's discretion.

### **Supplemental Request Form**

Clubs may submit a supplemental funding request at any time during a given fiscal period that will, at the discretion of the Funding Committee, provide **addition funding for non-budgeted events or items and unforeseen or emergency situations.**

#### Examples

- Qualifying events (nationals, regionals).
- Changes in expected trip costs.
- Drastic increases in event attendance.
- Changes in regulation equipment.

#### Limitations

- All supplemental requests are approved or declined at the discretion of the SCC, and determined by majority vote.
- The SCC reserves the right to amend or add clauses to supplementals as it sees fit in order to approve said supplemental funding.
- All submitted supplementals must be submitted **at least three weeks prior to needing funds.**
- Supplementals may not be submitted if a club has negative money in its general account.
- Supplementals may not be submitted if a club has not turned in a budget or a special explanation about why there is no budget.

\*The Assistant Director of Sport Clubs is authorized to make decisions on behalf of the SCC for any supplemental or reversion request less than or equal to \$150.

## Acquiring Funds

### Expenditure Approval Form

Once a club has been allocated funds to be spent for approved purposes it may submit an **Expenditure Approval Form** in order to acquire and spend the actual funds. Expenditure Approval Forms are located in **AC 311D**. Some vendors require early payments or down payments and some payment methods can take up to 30 days to complete. Clubs are responsible for meeting payment deadlines of the vendor knowing the SCO could take up to 2 weeks to process payments. Club officers must submit the expenditure form along with the payment instructions using one of the following methods of payment:

#### ➤ **Sport Club Credit Card**

The Assistant Director of Sport Clubs is authorized to make payments for approved expenditures with a designated school credit card. Any purchase made must be under \$4999.99, any expenditures above this amount must be handled with a purchase order. Credit card payment is the preferred form of purchase and can be handled in one of two ways: **Online Purchase or Invoice Orders**.

- **Online Purchases**

**Required:**

- URL.
- Printout of Webpage with item highlighted.
- Total exact cost (with tax/ delivery)

- **Invoices**

**Required:**

- Federal ID, PO Number or Social Security Number.
- Letterhead or official logo from company or organization.
- Contact phone number
- Company Address
- Date of event or purchase
- Total cost (with additional fees/delivery)

\* Invoices may not contain tax, as state universities are exempt.

\*Invoices may not include “entertainment” purchases.

### ➤ Reimbursements

Clubs can have an investor reimbursed for approved spending on their club. Money for reimbursement is only given for funds allocated prior to event/purchase. Alcohol and personal purchases are not reimbursed.

Only eligible expenditures will be reimbursed, meaning the club must have been allocated the funds for the particular cost being reimbursed for, and the club must provide adequate documentation described below.

#### **Required:**

- An itemized receipt.
- A total cost.
- A phone number.
- Date of expenditure.
- A Federal ID or Social Security Number.
- Where the event was held or purchase was made.

### ➤ Contracts

When insurance in investment is preferred (such as with an artist, coach or sponsor), the club may opt to use a contract, where both parties sign to an agreement. Such contracts are maintained through CRW and payment may take 4 – 8 weeks to process.

- These can require several weeks to months, so allow for as much time as possible for the purchase order to be sent.
- If the amount has not yet been determined but the vendor information is available, the club should turn that in as soon as possible to start the process.

## **Fundraising**

Clubs cannot expect to receive all necessary funding from SCO allocations. In this way it is encouraged that clubs seek alternative fundraising on their own to build a financial base for the club. Any funds that are raised by the club independently will be deposited in a **savings account** designated for that club, these funds will not be scraped back into the general SCO account and will roll over from semester to semester.

In addition, fundraising is one of the factors that effects how much a given club is allocated. Clubs report how much money was raised in their last semester in their Allocation Request, and this factor is heavily considered when Funding Committee members deliberate on their assurance that their investment is worthy and appropriate.

## **Sponsorship**

All sponsorships must be pre-approved by the Assistant Director of Club Sports, especially before anything is finalized between the individual club and the sponsor (this includes any signing of any documentation).

## Maintaining Funds

### Deposits

Deposits made by sport clubs can be accepted into the General SCO account in one of two ways:

#### Cash

- Coins will not be accepted for deposit.
- All cash deposits must be submitted within three days of receipt.

#### Checks

- All checks for deposits must be made payable to University of Baltimore.
- The Club name should be written in the memo section of the check for identification.
- “SCO” must also appear in the memo section of the check.

### Budgets

Sport Clubs should maintain an accurate budget to ensure their spending is adequately documented. The Treasurer of each Sport Club should present and review their budget with CRW Sport Club staff on a bi-weekly basis, and doing so is required to be considered a fully active club.

### Failure to Use Allocated Funds

The SCO maintains records of each club’s spending and allocation histories. In this way, they document what percentage of allocated funds was used in a given allocation period. Also, clubs are required to accurately report this percentage on next allocation period’s Allocation Request Form. **Any funds not used by set deadlines or event dates will be scraped back into the general SCO Account, and any funds besides savings will be scraped back at the end of the fiscal period.**

## **Funding Penalization**

The SCC reserves the right to place sanctions on clubs that fail to comply with regulations set forth in the SCO Operational Handbook and the SCO Constitution. For your convenience, these documents are available in **AC 311D**. The SCC will use the following classifications to sanction the club's financial status:

### **Frozen Accounts**

- If receipts are not turned in within 5 business days, the club account can be frozen.
- To un-freeze the club account, outstanding receipts and/or remaining money must be submitted. Clubs who fail to do so can be sent to Office of the Dean of Students.
- The freezing of an individual club's account may result in the freezing of the entire SCO account, preventing all clubs from using funds

### **Negative Accounts**

If a club has a negative amount in their account, they cannot travel or submit a supplemental or budget until they fundraise enough money so their account is no longer in the negative.

### **Suspended Clubs**

Club accounts will be frozen for duration of the sanction period. If a club is suspended for the remainder of a semester, all allocated funds will automatically be reverted to the SCO General account. Suspended clubs may submit a budget request for the semester following suspension with permission from the Assistant Director for Sport Clubs.

### **Disbanded Clubs**

All money in the club's general account at the time of disbandment will be reverted to the SCO General Account.