



AMERICAN YOUTH SOCCER ORGANIZATION

A nonprofit corporation dedicated to youth soccer

Everyone plays

Reimbursements for Team Accounts Spring Select/Flex 2011/2012

DEPOSITS:

1. All team funds must be deposited into an AYSO Select/Tournament bank account, referencing the coach name and team# in the Memo.
2. You will receive a receipt with each deposit made to your team account.
3. It is up to the individual team to track the team account with detail needed for the purpose of the team.
4. The region treasurer will track a general ledger with detail needed for the region, which may be different than what a team needs.
5. You will receive a statement of your team account upon request at any time there has been any activity made to your account. Team accounts are also available 24/7 on google, just as the treasurer for your team link. Only the coach and team representative or treasurer will have access to this.
6. All checks must be made to AYSO Region 47.

EXPENSE/REIMBURSEMENT:

1. Teams must spend the money prior to receiving a reimbursement, the exception to this are tournaments for the team, which tournament application is acceptable.
2. Original receipts must be submitted along with a completed regional expense form for any reimbursements. These are located on our website www.ayso47.org, under the "Documents" tab. Direct link is <http://aysoriv47.clubspaces.com/object.aspx?id=3&o=332500>
3. Reimbursements must be submitted no later than the date indicated prior to the start of the season (Spring Select/Flex) as the cutoff.

ALLOWABLE EXPENSE REIMBURSEMENTS:

1. Team related expenses that benefit the team as a whole. Samples of this are: Team parties, t-shirts, awards and recognition, tournament expenses, uniforms, sweat suits, team bags, etc. Further items are at the discretion of the board.
2. Gift Cards for players

NOT ALLOWABLE EXPENSE REIMBURSEMENT:

1. Coach Training items which are not able to be divided up amongst the team at the end of the season.
2. Gifts for coaches, asst. coaches, team parents
3. Funds submitted by sponsors (donations, etc)

Note: - Funds remaining in the team account following the season "close out" date will become a donation to AYSO Riverside 47, so please plan accordingly.

If you apply for a tournament and do not get in, use those funds to fund your next tournament.