

UNC-CH SPORT CLUBS FINANCIAL MANUAL

UNC-CH Sport Programs

CAMPUS RECREATION 101 Student Recreation Center, CB #8610, Chapel Hill, NC 27599

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General Information

One key to being a successful club team and student organization is keeping and following accurate financial records. Clubs receive allocation money from the Sport Clubs program. However, this money is rarely enough to cover all the club's expenses. This manual will assist you in keeping proper financial status in an organized format. We suggest each Sport Club creates a Financial Notebook that can be handed down year to year to the appropriate treasurer/overseer of the account.

Checks & Balances

- Be accountable- All members should have a general idea of where the club stands financially
- Don't spend money you don't have
- President & Treasurer should be on the same page

Financial Notebooks Should Contain

- Bank account information
- Bank statements
- Cancelled checks
- Copies of invoices
- **All receipts**
- Ledger
- Reimbursements requests
- Donation letters

Off-Campus BB&T Bank Accounts

All Sport Clubs are required to have an off-campus bank account with BB&T. This account is set up and managed entirely by the club – not the Campus Recreation program. This account is for all self-generated funds including dues, incoming entry fees, fundraiser money, etc. The address and club name on the bank account and checks should look like this:

UNC-CH "Club Name" Club
Campus Recreation
101 Student Recreation Center, CB #8610
Chapel Hill, NC 27599

Each Sport Club account allows organization leaders to be on the account's "Signature Card" (described below). Make sure one of these people is the president and one is the treasurer. The people listed on your account are the only people who will be able to write checks, use the check card, and get account information from the bank. We recommend that **NO CLUB COACHES OR ADVISORS SHOULD BE ON THE ACCOUNT'S SIGNATURE CARD.**

Local BB&T Information

BB&T
143 E. Rosemary St.
Chapel Hill, NC 27514
(919) 918-7030

Business Resolution

The Sport Programs Administrative Staff are on the Business Resolution for each Sport Club bank account at BB&T. The Business Resolution is made up of designated representatives who are authorized to act on behalf of the Sport Club. This means that the Sport Programs Administrative Staff can obtain account information, open and close accounts, add or delete signers on the account, and execute contracts. The Sport Programs Administrative Staff cannot wire funds, make withdrawals or transfer funds, or sign checks.

Signature Card

Each Sport Club has designated organization leaders that are on the Signature Card for each BB&T account. The members that are on the Signature Card are authorized signers on the account and can conduct all transactions on the account. Signers on the account cannot open or close accounts or execute contracts.

Officers Transition

During the transition of officers, the Sport Programs Administrative Office must first be notified who the new Signers on the Signature Card will be. The old and new officers must also visit the bank to switch/replace names on the club account's Signature Card.

Employer Identification Number (EIN) & W-9s

An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity. Generally, businesses need an EIN. An EIN is a nine-digit number the IRS assigns in the following format: XX-XXXXXXX. The Sport Programs Office has each Sport Clubs updated W-9 on file. Please contact the professional staff to receive your current W-9.

Non-Profit and Tax-Exempt Status

Non-profit status is a state law concept. Non-profit status may make an organization eligible for certain benefits, such as state sales, property, and income tax exemptions. Although most federal tax-exempt organizations are non-profit organizations, organizing as a non-profit organization at the state level does not automatically grant the organization exemption from federal income tax.

It is strongly encouraged that each Sport Club makes an appointment with a financial advisor or attorney/lawyer to see if non-profit status is necessary for your club.

What Is Income?

Income is received from a variety of sources. Some of the more common income sources your organization might receive are, but are not limited to:

- Dues
- Student Government money
- Sport Clubs annual allocation
- Sponsorship
- Fundraisers

Dues

- Officers and participants establish participant dues based on need
- Dues are supplemental funds established at a relatively moderate rate commensurate with need
- Dues are deposited directly in the club's off-campus bank account
- Record keeping and refund policies are necessary

Collecting Dues

- Write receipts
- Avoid collecting cash – checks are preferable or use an online method such as PayPal or Venmo for the funds to go directly to the club's bank account
- Keep a spreadsheet or Receipt Book
 - Name
 - Date dues submitted

- Method of payment (Cash, Check, etc.)
- What payment was for: Dues-Donations-Reimbursement
- Establish a deadline to pay
- Deposit frequently – Never hold more than \$100
- Create an invoice and receipt for your club

Sport Clubs Annual Allocations

Each Sport Club has the opportunity to receive an allocation from the Campus Recreation program. During the Annual Allocation process, each Sport Club will give an annual review of their club aligning with the Sport Clubs P.L.U.S. (Play, Lead, Unite, and Serve) initiative. There will be approximately \$125,000 funds available to allocate. There will be three categories for the allocations and each club will have an opportunity to funds in each category: Play, Lead, and Unite/Serve. All Sport Club Allocations must be managed on campus and will not be deposited into off-campus bank accounts.

Allocation Process

- Submit a budget proposal and Annual Summary
- Present to the Sport Clubs Executive Board
- Proposals are due during the Spring semester
- This will affect allocation for the upcoming academic year

Allocation Categories

The following categories are analyzed throughout the year and during the budget presentation.

- Communication
- Competition/Events (*Play*)
- Officer workshops, trainings, deadlines (*Lead*)
- Attendance
- Adherence to policies and meeting expectations
- Budget proposal and presentation
- Auxiliary income
- Travel related expenses
- Community service (*Unite & Serve*)

How to Spend Your Allocation Money

Invoices need to be submitted a couple of weeks in advance. Items such as: Hotels, Equipment, Registration Fees, etc. may require additional timing to ensure checks are processed and ready at the due date of which your respective club needs. On equipment orders, don't forget to calculate shipping; try to order and prepare for an entire season. Don't pay multiple shipping costs for repeat orders.

Reimbursement Request

To receive a reimbursement, the following items must be submitted:

1. Check Request for Allocation (SAFO Fund Code 13)
2. Proper itemized receipts
3. Bank statement or cancelled check, if needed
4. If reimbursement was from travel - A Travel Authorization Form must have been completed and approved prior to the scheduled trip

Proper Receipts

Proper receipts should have the following:

- Who the payment is to
- Cost

- Method of payment
- Zero balance

If your receipt does not show a zero balance or is handwritten, you must also include a copy of the club's bank statement showing this deduction (or a copy of the canceled check).

Sponsorship Letters

It is recommended to call a business prior to bringing the letter to them. Let them know:

- Who you are
- Your affiliation with UNC-CH
- Why you need their help

Hand deliver letters to businesses to make face to face contact.

- Address to a manager
- Make sure everything is spelled correctly (i.e. names, grammar)
- Avoid "To Whom it May Concern"
- If donations are tax exempt, include the necessary information in the letter

Keep track of which businesses you called and actually delivered letters to.

- Business name
- Location
- Who you spoke to & which club member called
- Email address
- Which number you called
- Date and time you called
- Date and time a letter was delivered
- Which club member made the delivery
- Employee it was handed to
- Did they show any interest?
- Was there a time frame they said they could get back to you by?
 - If not, follow up with a phone call or email within a week
 - Ask if any additional information is needed or if they have questions

Remember – it is easier to say no to a letter than a person!

See [Addendum 1: Sample Sponsorship Letter](#)

Donations

Clubs can accept donations from individuals or companies. However, clubs not considered non-profit *should not mislead individuals or companies into believing their donations are tax deductible.*

Clubs not considered non-profit can still accept donations which are tax deductible, but these donations must be routed through the University Development Office and are subject to University guidelines. These donations then become subjected to the same guidelines as allocated funds. The procedures for this process are as follows:

- Checks should be made payable to "UNC-CH - _____ Club"
- A cover letter should accompany the check specifying the donation be made to your club
 - It should also be noted in the memo line of the check (lower left-hand corner) that the gift is earmarked for your club

Recommendations and Notes

- Hand Deliver a letter thanking a business/individual for donating or sponsoring your organization

- It is always a nice gesture to include a picture of the club saying “Thank You to Our Sponsors” with signatures
- If your club is non-profit, include your tax ID number
- If the individual providing the donation would like to donate to the club through the University Development Office they can receive a tax credit, however, that money would go into the respective clubs allocation account. That money can be carried from year to year and earmarked for specific items as noted by the donor- (uniforms, scholarships, endowments, equipment, conference, etc.)

See [Addendum 2: Sample Donation Thank You Letter](#)

Fundraisers

All fundraisers must be approved by the Sport Programs Administrative staff. Your organization’s fundraisers should follow legal and ethical standards.

National Championship Allocations

A National Championship fund is established every year by the Sport Programs Office. The purpose of this funding is to assist clubs or individual club members who are participating in a national competition. An application must be submitted to the Sport Clubs Council to be eligible for National Championship funding. The Sport Clubs Council will review the applications and make a recommendation to the Sport Programs professional staff. Fall application deadline is December 1st. Spring application deadline is April 1st.

Addendum 1: Sample Sponsorship Letter

September 12, 2017

Harris Teeter
Tim Todd, Manager
123 Franklin St.
Chapel Hill, NC 27514

Dear Tim:

The 12th Annual Water Polo Easter Tournament is being hosted at the Koury Natatorium on March 30th and April 1st. We will have over 15 other colleges and Universities at this event, with over 400 people staying in Chapel Hill over the course of that weekend.

This year, the Men's and Women's Water Polo Clubs are extending the opportunity to various local organizations and businesses to sponsor the event and maximize their exposure to the campus community.

In return for your donation of water Harris Teeter will receive:

- Logo placement on event t-shirt
- Logo with link on registration website
- Verbal recognition during event

Thank you for your interest and support in helping to provide quality programs to our students. If you have any further questions, please do not hesitate to contact me. I look forward to hearing from you soon.

Sincerely,

"Name"
"Sport Club Officer Position"
"Sport Club Name" at the University of North Carolina at Chapel Hill
Campus Recreation
101 Student Recreation Center
CB #8610
Chapel Hill, NC 27599
"contact phone number"
"contact e-mail"

Addendum 2: Sample Donation Thank You Letter

“Date”

Dear _____,

On behalf of “organization name” at the University of North Carolina at Chapel Hill, I would like to thank you for your generous donation of _____. Your contribution makes it possible for us to “state purpose”.

Since our organization’s inception in “date organization started”, “organization name” has:

- “briefly state highlights”.

In “part or current year”, we have:

- “briefly describe growth or goals achieved”

This is only possible because of thoughtful contributions from people like you.

In “current or coming year”, we plan to:

- “briefly state continued efforts or expected growth”

As you know, the cost of “brief description of what organization does” does not go away. We hope for your continued support in the future.

Once again thank you for your generous donation.

Sincerely,

“Name”

“Sport Club Officer Position”

“Sport Club Name” at the University of North Carolina at Chapel Hill

Campus Recreation

101 Student Recreation Center

CB #8610

Chapel Hill, NC 27599

“contact phone number”

“contact e-mail”