

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
- The 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 Truist Bank Accounts

All Sport Clubs are required to have an off-campus bank account with Truist. 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:

[Name of Your Club]
 101 Student Recreation Center, CB #8610
 Chapel Hill, NC 27599

Each 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 Bank Information

Truist
 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 Truist. 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, and add or delete signers on the account.

Signature Card

Each Sport Club has designated organization leaders that are on the Signature Card for each Truist 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.

Officer's 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.

Tax Information and Employer Identification Number (EIN)

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.

W-9 Forms

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.

Most sport clubs have received tax exemption under the Sport Clubs Council group exemption. These sport club organizations are considered subordinate groups of the Sport Clubs Council, which is considered the parent organization. Tax exemption does not mean non-profit.

It is strongly encouraged that each Sport Club make an appointment with a financial advisor or Student Legal Services to see if non-profit status is necessary for your club.

Income

Income for the organization is received from a variety of sources. Some of the more common income sources your organization might receive include, 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
- It is recommended that each sport club have options for members to discount or waive dues to accommodate financial hardships
- **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
 - Funds collected through an online method should be immediately deposited 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 can 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. Student fee monies are allocated to the Sport Clubs Council for the program's operational budget and for distribution to the individual sport clubs. 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 receive 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

The goal of the Sport Clubs Annual Allocations is to fully maximize the purchasing power of student fee dollars that our program received. Allocated monies help offset sport club organization expenses incurred throughout the year and minimize the out-of-pocket expense burden on each individual club member. The Sport Clubs Executive Board determines how best to allocate the money from student fees. Additional funds may be allocated for participation in community service projects, major equipment purchases, and help with national championship travel costs.

Allocation Process

- Submit a budget proposal and Annual Summary
- Present to the Sport Clubs Executive Board
- Proposals are due during the Spring semester
- Allocation monies that are awarded will be available at the start of 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
- Adherence to the Sport Club Definition
- Budget proposal and presentation
- Auxiliary income
- Travel related expenses
- Community service (*Unite & Serve*)

How to Spend Sport Club On-Campus Money

There are three main ways to request use of your club's on-campus money. Using the University P-Card is the quickest and easiest way to spend on-campus money. Invoices and reimbursements can also be used to spend on-campus money

P-Card

Using the University P-Card is the preferred method of spending on-campus money. A sport club must submit their request to the Sport Programs Administrative staff by sending a link for payment or an invoice that can be paid over the phone. Hotels can be reserved and paid for by using the [Lucid Travel link](#) and sending the payment request to Tori at tleighc@email.unc.edu.

The P-Card can be used for most items, services, fees that be paid with a credit card. Common uses include equipment, apparel, league dues, lodging, etc.

Invoices

Invoices from other organizations need to be submitted at least 4 weeks in advance of the payment due date. 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. **Sales tax must be removed.**

Reimbursement Request

If the club must pay an expense using the club's bank account and the club needs to be reimbursed with their on-campus funds, then they can contact Sport Programs Administrative staff and request a reimbursement by sending a proper itemized receipts along with the description/purpose of the items purchased if not inherently clear.

Proper Receipts

Proper receipts should have the following:

- Who the payment is to
- Cost
- Method of payment

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 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 are then accessed the same as allocated funds. 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.) Tax-deductible donations can be made to the university by using the club's direct Give Link which can be found on the University gifts page: <https://give.unc.edu/>.

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

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

Fundraisers

All fundraisers should follow legal and ethical standards. If in question, seek approval by the Sport Programs Administrative Staff.

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 is required to submit to the Sport Clubs Executive Board. They will review each case and make a recommendation to the Sport Programs professional staff.

Addendum 1: Sample Sponsorship Letter

September 12, 2022

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 [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]