TREASURER'S CHECK LIST
and VERIFICATION FORM

Season Dates: _____

Treasurer	Regional Commissioner

❖ *Teasurer's Manual*
- Mailed from the **NSTC** upon notification of new appointment
- If you haven't received this manual call ***Holly*** at the **NSTC**
  (800) USA-AYSO ext. 521

❖ *Budget Forms*
- Download off the website: ***www.soccer.org***
- Submitted to the NSTC 30 days prior to the region's first registration date

❖ *National Player Registration Fee*
- Annual registration of all players
- Player information acquired from Regional Registrar
- Fees mailed into the NSTC prior to first scheduled practices

❖ *Review of Region's Books and Records*
- Audit of the region's books and records done annually

❖ *Regional Investments/Checking/Saving Accounts*
- Investments approved by the Director of Finance at the NSTC
- Checking accounts (regular and/or tournament) verified NAP
- All checks and withdrawals require two authorized signatures
- All checks to be coded according to the NAP accounting codes below

❖ *Regional Budgeting*
- Regional expenses should include: travel, hotel, meals, refreshments, gift packages and supplies, contingencies, other, etc.
- Regional revenue should include: player fee, sponsor/donations, other, etc.

❖ *Proof of Non-Profit Status*
- Internal Revenue code section 501 (c) (3)
- Acquire letter(s) from the Internal Revenue Service (see manual)
- Provide a regional letter to sponsors and donors if requested

❖ *Monthly Account Reconciliation/Regional Reports*
- Reconcile all accounts monthly
- Provide quarterly financial reports with the NSTC if not on NAP
- Provide Regional Commissioner monthly financial reports
- Provide Board Members/AYSO members financial reports upon request

❖ *Establishment of Tournament Account/Checking*
- Hosting regions should have separate accounting for tournament expenses and revenues.
- Hosting regions should have separate checking/savings accounts for tournament

❖ *Record Keeping Procedures*
- System setup for record keeping: electronically as well as physically
- Retain all copies of receipts, expenses, and any other financial documents

❖ *National Accounting Codes*

01-Checking Account • 02-Savings Account 1 • 03-Savings Account 2
11-Regional Recpt & Refunds • 12-Sponsorship/Contributions
14-Fund Raising/Concessions • 15-Interest Income • 16-Cultural Exchange Recpt
17-Tournament/Player Camp Recpt • 19-Other (explain) • 20-Deferred Reg Recpt
21-Deferred Sponsorship/contributions

40-Payments to AYSO • 41-Fund Raising/Concessions • 42-Uniforms for players/refs
43-Equipment/Storage • 44-Field Expns • 45 Playoff Expns • 46-Awards/Trophy/Schlrshp
47-Postage/Bank Fees/Misc. Supplies • 48-Travel/Meetings/Phone • 49-Newsltr/Yrbks
50-Clinics: coach/referee • 51-Fixed Assests(over $1000) • 55-Cultural Exchng
56-Tournament/Player Camps • 60-Prepaid Expns • 99-Other (explain)

Instructions: Treasurer to complete and submit copy to the Regional Commissioner