



HOLMDEL YOUTH ACTIVITIES ASSOCIATION

a non-profit organization

HYAA Financial Guidelines

Background:

At our first meeting of the 2022-23 sports season, the HYAA board and office management team identified the issue of clarity around fundraising, and financial transaction guidelines, as a top priority for the organization.

Specifically, we want to offer clear instructions around our policy, expectations, and how you can work with Laurie and Jayme to ease the financial responsibility (and stress) off your shoulders, and also ensure that there is transparency and proper accounting for all the money we collect and spend.

This is especially important for travel teams that play in tournaments, pay for trainers, referees, etc.

Before we list the policy guidelines, it's important to know that HYAA is a 501(c)(3) state chartered non-profit, which files taxes annually and is subject to non-profit accounting rules and tax audits. Graziano LLC is our accountant, a local firm we've worked with for over 15 years. Transparency and compliance around our accounting and finances are very important, and we ask for your cooperation.

The most important part of this policy is taking the financial burden and potential liability off of coaches' shoulders, giving you more time to coach, organize, and plan.

The HYAA Financial Policy features three key components:

1. Check First:

- Reach out to your commissioners and then the HYAA office before making a purchase to make sure of its necessity and the funding you have in place.

2. Pay through office

- Avoid cash exchanges, and big credit card purchases. Utilize the office to pay electronically for what you need to succeed. Equipment, tourneys, fundraisers

3. Use your surplus

- Keep tabs on your surplus money, use what you have, and leave a cushion for the next season.

Policy details:

- 1.) For financial transactions related to teams (gear, tournaments, jerseys, etc), double check with Laurie and Jayme that your program has the funding in place to make the purchase before you order.
 - The HYAA office can handle payment of any expense so long as:
 - Commissioners have approved
 - There's enough money in the budget
 - There's enough time allowed for HYAA to make the payment
 - If you have to purchase something quickly on your own, send the receipt to the office and you will be reimbursed within 2 weeks.
 - 2.) For team fundraising events, double check with Laurie, Jayme, or Joe on what your fundraising needs are (surplus/deficit), and work with them on details around the event and any purchases that can be made through the office.
 - Details on the types of fundraisers we can currently support are below.
 - 3.) Money should not be exchanged between parents and coaches. For a variety of expenses, HYAA can directly invoice parents, which avoids large sums of cash, checks, and venmo transactions changing hands.
 - Cash fundraising events happen, we get it. Make sure the cash is transferred to your budget via the office ASAP.
 - 4.) All trainers / outside coaches need to be properly certified, and paid via HYAA. If a trainer will only accept cash, find a different trainer. We need to pay them through our office, and they need to file a 1099.
 - 5.) All referees/umpires should be paid through the office. If referees/umpires require cash, HYAA can work with you on this, but we strongly suggest you move to an online form (as most programs have done) and push your referees and tournament directors to move to electronic payment.
 - 6.) Individual sports teams and programs are responsible for any budget overruns.
 - 7.) Manage travel team and rec budgets separately.
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Examples:

Season expenses

- If, during the course of a season (and off-season), a coach wants to enter a tournament, or buy extra equipment, the coach should check with commissioners first to make sure the event/gear is needed, and then from there, double check with the office re available funds. Payments for an example like this should go through the HYAA office.
 - All you need to do is contact the office, and Laurie/Jayne will pay directly to the organizer/vendor via your program's budget, as long as there's not a time crunch.
 - The office can pretty quickly manage these payments – a coach does not need to bear that cost and the hassle of collecting.
 - **Example A.)** A tournament or a piece of equipment costs \$500 for a 10-member team. Commissioners approve and decide to pay via the team's budget.
 - HYAA pays the event/vendor directly from your team's budget.
 - **Example B.)** A tournament or a piece of equipment costs \$500 and there is not enough money in the budget/it's decided that this will be a one-off event, paid for by parents.
 - The HYAA office invoices parents \$50 per player via Teamsnap to cover the cost of the event.
 - In the example of a tournament, if certain players are not going to play in the tourney, that's fine - the office can invoice select players.
 - If the tourney demands immediate payment, and you're in a time crunch, you can of course pay on your own but submit the receipt ASAP to the HYAA office, and we will reimburse you within 2 weeks.
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Types of Fundraising

- Regarding fundraising events in general, work with the HYAA office and talk through the plan with Laurie/Jayne on how the office can help in terms of payment, collection, invoicing.

- Example 1: a team finds a venue for an event and it costs \$2,000 to rent for a night, HYAA can pay the venue directly via your budget.
 - Example 2: The event asks \$50 per parent. Rather than parents paying the team mom/dad/organizer the \$50 per head, Laurie/Jayne can invoice them directly via Teamsnap, and that money goes directly to your program's budget.
 - Example 3: A parent or group of parents wishes to donate to a budget, or a fundraiser is held where the level of parent financial contribution varies. TeamSnap can handle these direct donations, and the office will track them.
 - Regarding the type of fundraising events allowed, it's important to know that as a non-profit, HYAA is limited in sponsoring certain events without a proper license.
 - An example is an event where there are games of chance (50-50 raffle, Casino Night) and where there is alcohol served.
 - Knowing that these types of events are common, we are currently in the process of filing paperwork so that we can legally support these fundraisers.
 - While HYAA engages in the licensing process, which can take several months, we ask that teams pursue fundraisers that don't require a license.
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Final Note:

It's important to note that this policy and the process of HYAA's handling of funds has one sole purpose:

- To provide the key benefit of **protecting** coaches/commissioners from any accusation (fair or unfair) of mishandling of money, and to ensure to all parents a top level of **transparency** on the money raised and spent by this non-profit.

CHECKLIST:

- 1.) Check with commissioners
- 2.) Check with HYAA office (Laurie/Jayne) (admin@hyaa.org; phone: 732-946-6799)
- 3.) Check with HYAA board members (Kim Tuccillo, Danielle Longyear, Joe Crowley, Michael Flaherty)
- 4.) Check total cost of the season ahead of time, determine fees accordingly
- 5.) Check fundraising options through the HYAA office, board

FAQ

1.) Can the HYAA office pay for a tournament for my team?

- Yes, as long as there's no time crunch.

2.) Can the HYAA office pay vendors directly for uniform/gear purchases?

- Yes, as long as there's not a time crunch.

3.) Can HYAA pay for vendors and servers at our casino night/parents night out fund raiser event?

- Not yet. HYAA is happy to help with these events but currently we don't have the licensing in place to sponsor as an HYAA event. By next year, we aim to be able to support and sponsor these types of events.

4.) Can a parent donate directly to a program via TeamSnap?

- Yes, TeamSnap allows for direct donations, of varying sizes.

5.) I have a fundraising event that I've already planned and it involves (game of chance/alcohol). Can I still go ahead with the fundraiser?

- Yes, you can. We, HYAA, can only play a limited role in that kind of event given that we're not properly certified. By next fall, we expect to be able to support those types of events.