

# **FINANCIAL ACCOUNTS, BUDGETS, AND FUNDRAISING**

## **SPORT CLUB FINANCIAL ACCOUNTS**

1. Each sport club is provided with a UNH Allocation (student fees), a 1GJ (gift/donations) and a 1DJ (dues/fees) account balance at the beginning of each school year.
2. UNH Allocated Accounts are funded through the Department of Campus Recreation. Allocated funding is determined based on the clubs proposed budgets and compliance with the sport club program.
3. Allocated Accounts are distributed into distinct budget lines (team travel, program supplies, professional services, registration fees etc.).
  - A. Supplies and equipment purchased from this account must stay with the team such as team uniforms.
  - B. Money from one budget line may only be used to make purchases in that category. For example, money from travel cannot be used to buy equipment.
  - C. If there are any remaining funds in this account by the end of the school year, this money will not roll over to the next school year.
4. 1DJ and 1GJ accounts are funded through team donations, dues, and fundraising activities. These funds roll over from year to year and remain with the club. Q account \$ can be used for personal items such as t-shirts.
5. P-Cards: Below are the items that can and can't be purchased with a P-Card:

Type of Purchase	Account that can be charged		
	Budgeted Account (1AJREC)	Dues/Fees/Fundraising (1DJ)	Gift/Donations (1GJ)
Registration Fees	X	X	X
Team Equipment (stays with the club)	X	X	X
Gasoline (rental & fleet vehicles only)	X	X	X
General supplies	X	X	X
Lodging	X	X	X
Membership dues/fees	X	X	X
Transportation & Vehicle rentals	X	X	X
Individual apparel (apparel that does not stay with team)		X	X
Team food		X	X
Professional Services (referee payments or anything that includes labor)	<b>Must be Pre-approved and be paid via University Check</b>		
Alcohol	<b>Not permitted</b>		
Awards, Gifts, Prizes			
Gift Cards			
Flowers			
Tickets (parking or event)			
Weapons or ammo			

6. The Campus Recreation will maintain accounting systems for all club expenditures including club Q Accounts. However, it is **HIGHLY** suggested that clubs keep track of their income and expenses as well using the online budget tracking form.

## **BUDGET INFO & REQUESTS**

7. Clubs are required to submit a suggested budget for the upcoming Academic Year. Budget request format will be provided by the Sport Club staff and should be used to submit requests. Failure to do so will result in freezing the club's account. Student members of each club will be required to present their club's budget request to the Sport Club Staff. This presentation will allow clubs to elaborate on their needs as well as justify anticipated expenses.
8. All clubs will receive equitable consideration in the allocation of funds with emphasis on the number of participants, the previous activity of the team, the club's actual need, and the clubs compliance with the Point System. Final appropriations will be determined by the Sport Club Professional Staff upon approval/revision of the overall Student Rec Fee.
9. All expenditures of funds, including club 1DJ and 1GJ Accounts, must first be approved by Campus Recreation. **No reimbursement will be made if approval was not granted prior to purchase!**
10. Purchases for the Fall season may be made when the fiscal year begins on July 1<sup>st</sup>.
11. Most purchases can be completed by using the University P-Card. This process will expedite delivery limited to certain types of transactions. Please check with Sport Club Point of Contact.
12. Request for a convenience check must be made at least 2 weeks in advance of date the check is need
13. If the University has not done business with a particular vendor, we will need their Federal Tax ID number to establish a vendor code.
14. Any equipment/supplies purchased by a sport club from their UNH club account is property of UNH. Team purchases paid by individuals are property of that individual.
15. All sport clubs are expected to follow UNH copyright requirements, which can be found by online (<http://wildcats.com/licensing/logos>). Equipment, supplies, or clothing which displays ANY logo or terms (UNH, University of New Hampshire, Wildcats, etc.) must obtain prior to print, approval from the Assistant Director. All goods containing logos/terms must be purchased from licensed vendors.

## **MEMBERSHIP DUES AND FUNDRAISING**

1. Fundraising is a great way to help lower membership dues. Dues and fundraising are to make up at least 50% of the annual budget for each club.
2. Membership dues are imposed by each individual club and the amount is determined by the membership.
3. All dues are to be paid to the Department of Campus Recreation online or at the front desk of the Hamel Rec Center and documented with a Sport Club Payment Form. Club officers will have access to spreadsheets informing them which club members have paid their dues and fulfilled other necessary requirements.
4. Prior to initiation, all fundraising ideas must be approved by the Sport Club professional staff, whom can offer knowledgeable assistance and advice.
5. ALL monies collected from fund raising efforts must be deposited into the team's account. *No expenses may be directly paid from the fund raising income prior to its deposit!* All expenses or bills will be paid by petty cash reimbursement OR University check. Funds for these expenses come from the club's account after an appropriate bill/receipt has been submitted.
6. Since the University is audited quite regularly, **record-keeping** for fund raising projects must be precise! (Receipts written for revenue, registration forms completed, etc.)