

## BRCL POLICIES AND PROCEDURES MANUAL

<b>BUDGET: FINANCIAL POLICIES: FEES: PENALTIES</b>
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### **SECTION 9.1**

#### **BUDGET**

All fees assessed the Membership shall be determined after presentation of a budget by the Board of Directors and after approval of a majority of the votes eligible to vote at the Annual Membership meeting at which a quorum is present.

#### **BLUE RIDGE CLASSIC LEAGUE (BRCL) FINANCIAL POLICIES**

1. The BRCL Treasurer will receive all remitted League and VYSA monies (Directly from the payee in the example of fines or penalties, or from the Administrator since League and VYSA fees are sent to the Administrator for Club convenience), log date received, from whom, for what reason (if this information is not supplied in some form by the League Administrator), and deposit these monies into the appropriate BRCL Checking account in a timely fashion (within 10 business days).
2. The BRCL Treasurer will receive and pay all BRCL bills in a timely manner and retain all receipts and records as necessary per IRS records retention guide. It is important that the League have the appropriate continuity and transition between elected Treasurers.
3. The BRCL Treasurer will prepare a simple Monthly statement for each period of the year. A period is 1 month so there will be 12 periods. The BRCL Fiscal year runs from July 1 to June 30 of the following year. The Treasurer will email these period statements to the E-board monthly and provide these statements for review at each of the BRCL Board Meetings for the previous months and make a summarized financial report to the General Board. At the end of the BRCL Fiscal Year the Treasurer will provide an annual report to close out the year.
4. The Administrator will NOT have the ability to write or sign checks for the League. The Administrator will accept incoming League or VYSA monies mailed to the Administrators office and promptly (within 10 business days) channel these monies TO the BRCL Treasurer with the necessary supporting detail. If any checks are mistakenly sent to any other member of the BRCL E-Board, they are to forward these monies to the League Treasurer immediately. Member Clubs and the VYSA will be notified to send all bills and payments to the BRCL Treasurer, except for the payment of VYSA and League fees before the beginning of each season (as a convenience to Member Clubs).

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5. Three (3) League Checking accounts will be established and maintained in order to keep different league monies separate and distinct, prevent co-mingling of funds, create a better level of accountability, and to minimize the exposure of the League to any corporate tax filings.
  - a. The **LEAGUE OPERATING CHECKING ACCOUNT**. This is the main League Checking account in which all NON-VYSA team league fees, fines, and other League-levied charges will be deposited, and from which all payments will be made (Except to the VYSA). The Monthly Bank Statement for this account will be mailed to the BRCL Vice President Administration, who reviews the written checks and statement in a timely manner and returns the statement to the BRCL Treasurer. If the Vice President Administration has any questions or sees any discrepancies regarding the checking account, they will contact the Treasurer directly and discuss. If questions still exist following this discussion with the BRCL Treasurer, the VP Administration will then involve the BRCL Executive Board in the matter. The BRCL Treasurer will balance the League Checking account Monthly using the e-interface to the account through the Internet, or use the returned original statement. All copies of all statements and checks must be retained for auditing purposes.
  - b. The **VYSA FEES CHECKING ACCOUNT**. This is a "holding" account only as a Pass-through for any fees collected in behalf of the VYSA. These monies will NOT then be co-mingled with the League Funds and are NOT part of the BRCL operating funds. The Monthly Bank Statement for this account will be mailed to the BRCL Vice President Administration, who will review the written checks and overview the statement and remedy any questions as in a. above. The BRCL Treasurer will balance the League Checking account Monthly using the e-interface to the account through the Internet, or use the returned original statement.
  - c. The **REGISTRARS CHECKING ACCOUNT**. This fund is for the Registrars only and consists of fines and penalties levied by the Registrars only. This fund is to be utilized at the discretion of the League Registrar. The statements for this account will be Mailed to the League Treasurer and reviewed annually and included in the assets of the League. The VP

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Administration and the League Registrar can ask for a review of any information regarding this account at any time.

6. The President, VP Administration, and Treasurer will have check-signing capability and two signatures are required on every check for accounts a & b. The Registrar, and Treasurer will have check signing authority on the Registrar Checking with two signatures required.
7. No reimbursements of any kind will be given to anyone from the League Checking without receipts and/or appropriate documentation as determined by the Treasurer. Receipts for League Reimbursement must be turned in to the treasurer in a timely manner (within 60 days), and retained per the IRS records retention guidelines.
8. All League expenses must have been in the BRCL Annual Budget as presented to the Board Members and approved for that Fiscal/Seasonal year. Expenses < \$300 which are NOT in the BRCL Annual Budget can be approved by the Executive Board (Multiple approvals of BRCL funds by the Executive Board for the same expenditure are NOT allowed). Any additional expenses Not included in the BRCL Annual Budget that are greater > \$300 must have the approval by vote of the General Board.
9. The BRCL will provide an Administrator's petty cash fund to be used for League generated needs and expenses. This fund is to be set at \$300 and can be replenished only when receipts are available and provided to the Treasurer to cover the previous petty cash advance. Larger Expenses (such as postage for the Game Cards, awards, etc) can be anticipated accordingly so that the League can be billed or pay by League check.
10. The League should have an independent audit performed on its books at least every year that has an even last number, i.e. 2006, 2008, 2010, etc.
11. Should anyone in the League in any capacity suspect any financial improprieties, they are to email the entire BRCL Executive Board with their suspicions. Given this notice, the E-Board must investigate the allegations to the degree necessary and report in kind to the BRCL General of the findings.

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12. It is the intent of the BRCL with this Policy to provide the necessary amount of oversight to prevent misuse, misappropriation, or embezzlement of any league funds.

**FEES**

**TEAM FEES (MEMBERSHIP FEES):**

- A. **Team Fees** for the upcoming seasonal year are established at June Annual Membership meeting.
- B. Fees are due and payable with Participation Forms.
- C. **If a Team Withdraws from League play after final divisional alignments are posted on the website, the Member Club will be liable for the team fees AND a \$200.00 penalty. The penalty is due at the League Office within 30 days.**

**PLAYER REGISTRATION / INSURANCE FEES:**

- A. Player registration fees will be as established by VYSA. They are due and payable at the time of player registration. The BRCL will pass through ANY special fees that may be levied by the VYSA.
- B. Insurance fees are as negotiated by VYSA. This fee will be for a twelve (12) month seasonal year (September 1 through August 31). Its purpose is to provide medical and liability insurance for each team in the BRCL. The player medical insurance is supplemental to the medical insurance that the player or his/hers family may have through other sources. Team insurance fees are due and payable with player registration.

***DEADLINES:*** *Deadlines for payment of fees will be posted on the BRCL Timeline (emailed to Club Reps and posted on the BRCL Website), which is posted in late December for the following year.*

***OTHER FEES:*** *Other fees may be assessed by the Executive Board as necessary to finance the League.*

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**PENALTIES FOR NON-PAYMENTS OF FEES AND FINES**

- A.** In no case will a team be allowed to play its first League game of the season unless all fees are paid in full.
- Any game not played due to failure to pay fees will be a forfeit.
  - The team will be assessed a fee as indicated in Section 6 for each forfeit and if a third forfeit the team will be suspended for the season.
- B.** A \$ 25.00 late fee will be assessed per month for non-payment for additional new players
- After initial registration of players.
  - The administrator will notify each Club or Team by e-mail or mail of the number of new additional players each month.
- C.** A \$25.00 fee can be assessed for a team's failure to submit an accurately completed game card within a week of the game date. BRCL Game Cards are to be mailed 24 hours after game.
- D.** Clubs or Teams not paying fees or fines in full at the end of each season will not be allowed to participate the next season or return to the league until all fees and fines are paid.
1. Forfeitures fines
  2. Late Fees
  3. Coaches fines
  4. Late Game Card fines

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**STIPENDS AND PAYMENTS FOR HOTEL ROOMS AND PARKING**

**A. LEAGUE REGISTRARS**

1. Registrars will receive stipends for Fall and Springs seasons. Executive Board will establish the stipends.

2. Registrars will receive payment for their hotel rooms and parking at the Annual VYSA Meetings (Jan. or Feb.). Receipts must be turned into the League Treasurer for payment.

**B. BRCL OFFICERS**

1. BRCL will pay for two rooms and parking at the Annual VYSA Meetings (Jan. or Feb.) for BRCL Officers. Receipts must be turned into the League Treasurer for payment.