

# Oregon High School Equestrian Teams, Inc.

## Standard Operating Guidelines

### Team Treasurer

*For OHSET teams using the Oregon High School Equestrian Teams, Inc. tax identification number and therefore NOT running their team funds through the school.*

- Teams may not split their treasurer alliance. This means you both keep the money with the school and follow their rules for fundraising and managing team funds or you use OHSET's tax identification and follow our expectations.

#### Treasurer Expectations

The Team Treasurer should know and understand generally accepted accounting principles. The treasurer must have the ability to communicate orally and in writing, and participate as a team leader and team member.

#### Responsibilities

- Responsible for all financial matters related to team income and expenses
  - Fundraisers
    - Proceeds from fundraisers should be counted by two people at the point and time of receipt, prior to being deposited.
    - Follow all non-profit guidelines not limited to but including use of the fundraising funds for all athletes equally regardless of amount raised, use of funds for allowable OHSET expenses voted on by the team athletes and documented in team minutes.
  - Bank deposits
    - Timely processing of monies for deposit – within the week of receipt
    - Maintain copies of all supporting documents related to deposits.
    - Monthly Bank Reconciliations.
    - Maintain a positive balance in account.
  - Bill payments – Accounts Payable
    - Timely processing of bills.
    - Never issue checks unless the account has necessary funds to cover the expense.
    - **Never issue checks to 'CASH'**
    - Review all invoices, ensure the expense is allowable and approved by the team or an adopted budget.
    - Prepare checks and have a coach/advisor/team member with signing authority, sign the checks. **The treasurer should not be a signer on the account.**
    - Debit cards are allowed, but must be set up at bank to not allow cash back or the ability to obtain cash from an ATM. When debit card is used,

## Oregon High School Equestrian Teams, Inc.

the user must maintain all receipts and turn the originals into the treasurer in a timely fashion. .

- Credit cards are not allowed at any time.
  - Maintain copies of all supporting documents related to every expense payment, this may include, but is not limited to invoices, email messages, receipts, etc.
  - No coach/advisor/team member is allowed to sign checks when the check is payable to themselves or their family member
  - Funds are not to be paid to coaches/advisors/parents/athletes unless it is to reimburse for allowable OHSET Team expenses.
- Responsible for keeping all team financial records.
  - Responsible for reporting all financial information to the team and District Treasurer.
    - Monthly detailed bank account activity reports.
    - Monthly detailed deposit activity reports.
    - Other financial reports as requested.
    - Send monthly bank statement and copy of check register to District Treasurer.
  - Treasurer will act as the team liaison between the team and the OHSET District Treasurer.
    - Prepare semi/annual financial report and forward to the District Treasurer who will review and forward to the State Treasurer.
    - Contact the OHSET District/State Treasurer with questions as needed.
  - If team dissolves or becomes inactive, team treasurer will turn all remaining funds and inventory to the State Treasurer for safe keeping. These funds and inventory will be held in trust for up to 4 years, and be returned to the team if they become active.

Transparency is critical to the success of this position. Timely reporting, accurate accounting, and suitable back up documents are all important elements. Organization, attention to detail, and the ability to communicate the expectations for transactions is also important to the team treasurer's success.

**Treasurer is expected to follow the current "Retention Schedule" for all documents.**