

# SPORT CLUB BUDGET AND FINANCE GUIDE





## A. Sport Clubs Budget

The purpose of a budget is to establish a sound financial record for club activities. Once the budget is created, it is used as an instrument to plan for future events, provide an accurate historical record for new officers, and finally, as a means to determine to what extent support is needed in the form of an "Annual Allocation." Funding is provided by the Department of Recreational Sports through Student Government

## B. Applying for an Allocation

Budget requests take place in the spring semester for the subsequent school year. Beginning and ending dates for spending money will be established by staff. The budget request is divided into four major categories: (1) Fees, (2) Personnel, (3) Equipment, and (4) Travel. A detailed list and justification of what the funds will be used for are part of the overall Budget Request. Budget Request forms, along with directions for completing them, will be explained at Sport Clubs Officer Leadership Training in the Spring semester. Deadlines for submitting the packet will be given at that meeting and through e-mail.

In addition to submitting a written Budget Request, all clubs must present their budget to the Sport Clubs Council. After the presentations, the Sport Clubs Council will determine individual club allocations as a recommendation to the Sport Club Office.

## C. Types of Budget Items

### Equipment

This budget line is used for club equipment and facility rental for non-fundraising events. Equipment purchased with these funds must be for the use and benefit by the entire club. Items that become personal possessions or are "made to fit" a specific person cannot be purchased with this line item. Uniforms, jerseys, or similar products cannot be purchased with school-allocated funds (Student Government money). Other restrictions include t-shirts, awards/trophies, and food. However, these items may be purchased with funds from the club's Foundation Account or Outside Revenue. This budget line does not roll over to the subsequent year, and cannot be combined or transferred to another line.

### Travel

This budget line is used for tournament entry fees, vehicle rental, gasoline, tolls and hotel. Airline tickets cannot be paid with this line item. Restrictions include meals or other food purchases and hotel incidentals (movies, internet, and room service). The club must collect all its travelers' itemized receipts. This budget line does not roll over to the subsequent year, and cannot be combined or transferred to another line.

### Fees

This budget line is used to pay for state, regional or national governing body fees and/or dues for the entire club – not for individual club members. This budget line does not roll over to the subsequent year, and cannot be combined or transferred to another line.



Personnel

This budget line is used to pay for officials, referees, or judges who are working at special events where an entry fee is not being charged. This budget line does not roll over to the subsequent year, and cannot be combined or transferred to another line.

Special Request

This line item is not part of the annual budget allocation to individual clubs. Instead, Special Requests can be applied for throughout the year by clubs seeking funding for travel to nationals, unexpected equipment costs, or for newly admitted clubs. Once funding is allocated via Special Request, follow the same procedure for accessing said funds as described in section D below.

Foundation

This line rolls over from year-to-year and includes money received in the club’s name via donations from parents, friends, alumni, or businesses. Funds in this area may be used for equipment, travel, coaching, food, trophies, and t-shirts. The same procedures for accessing Department-allocated funds apply to Foundation.

Outside Revenue – (Other Agency Funds – OAF)

This line rolls over from year-to-year and includes entry fees collected when hosting events, t-shirt sales, car washes, group work, restaurant promotions, etc. This money may be used to pay for equipment, uniforms, jerseys, governing body fees, personnel (coaches, officials, and referees), travel, awards, and food. The same procedures for accessing department-allocated funds apply to Outside Revenue. Checks to the club MUST have the name of the club in the memo or the address label for the money to be handled properly.

**D. Procedure for Accessing Funds**

Fees

In order to pay governing or sanctioning body fees, clubs must submit invoices in advance of the time they need to be paid. Simply contact the Governing Body, have them send an invoice to our office for payment. Our office cannot pay these costs on a reimbursement basis. It is recommended clubs contact their governing body early in the school year and have the invoice sent to our office. The University does not pay for any individual’s membership fee, insurance, or application for promotion.

Personnel

All officials, referees & judges must complete a payment packet prior to their annual involvement with the club. This is not meant to include travel costs for a one-time instructor. If a club wishes to pay for a guest instructor or event official’s travel costs (airfare, lodging, car rental), contact the office for guidance.



### Equipment

All club equipment must be purchased by the Department of Recreational Sports. Equipment cannot be purchased by club members or related individuals, nor can the cost of equipment be reimbursed to club members or related individuals.

When a club wants to purchase equipment or rent a facility, it should notify the office of its intentions with the vendor's contact information, a written (or e-mailed) description of the item, quantity, price and any other relevant specifications. This can be in the form of an estimate from the vendor, a link to the online catalog, or simply an e-mail from the club officer. Vendors who have done business with the university are typically already in the system. Vendors not in the system require a Vendor Application completed prior to making any purchases. Be aware that delays can be caused by unresponsive vendors, shipping time, out-of-stock items, etc. Clubs need to allow for additional time if this is the case. Allow at least 2 weeks for any purchase to be approved and processed. This is especially important if the club needs a certain item by a specific date. When your club needs something such as trophies, shirts, or anything for an event, you need to plan accordingly and in advance.

Delivery instructions must state that the equipment is to be delivered to the Rec Sports office at the Southwest Recreation Center. If equipment is coming from a local vendor, arrangements should be made with the office staff to have the items picked up.

All equipment purchased on behalf of the club becomes property of the University of Florida Department of Recreational Sports and will become part of the club's official inventory. A formal inventory of all University-purchased equipment will be conducted annually. Clubs will be held responsible for lost and/or damaged equipment. Individual club members and officers can also be held personally responsible for lost and/or damaged equipment.

Club members, coaches, and others associated with the club cannot be reimbursed for equipment that has been purchased without authorization. Purchases must be made through university procedures outlined below.

### Travel

These funds are used for payment of event entry fees and travel expenses such as gas, tolls, vehicle rental, and hotel. Due to the expense of airline tickets, airfare will not be funded with department allocated funds. Only Outside Revenue and Foundation Account funds can be used to reimburse the cost of airline tickets. Never spend money without prior written approval of the staff. Submitting a request does NOT mean approval.

**Prior to travel**

- a) Complete [Pre-Travel Form](#). This list should include date(s) of travel, date(s) of event, time of event, type of event and estimated number of travelers.
- b) Update this list continually throughout the semester.
- c) All travelers must be registered on Gator Connect.
- d) Travelers who plan to get reimbursed for travel expenses should be on Direct Deposit prior to the Travel.
- e) Club officers should ensure that sufficient funds are available to the club per what it plans to reimburse to its travelers.
- f) Receive the emergency contact list from your club liaison. If this is not received within 24 hours of departure, contact your club liaison immediately.
- g) Ensure the emergency contact list is given to at least two traveling members of the club, preferably traveling in separate vehicles.
- h) Check out a first aid kit from the Sport Club Office.(optional).

**Within 5 days after return**

- a) Complete the Sport Clubs [Post-Travel Form](#). Only club officers may complete this form and no reimbursements may be processed until this form is completed.
- b) Return the first aid kit to the Sport Club office
- c) Refer to the Travel Reimbursement Checklist to see what documentation is required as far as receipts.
- d) Members seeking reimbursement should complete the Expense Reimbursement form located in the “Documents” section of their clubs’ Gator Connect page. This form must be typed and submitted with all accompanying documentation (Direct Deposit form, receipts, etc.)
- e) Reimbursement will be directly deposited into traveler’s bank account.

**Outside Revenue and Foundation**

A club’s Outside Revenue or Foundation Account can be accessed in the same manner as indicated in each of the aforementioned budget lines. Any and all expenditures a club wishes to make with Outside Revenue or Foundation Account funds must still be pre-approved. Please see the previous section on how to properly document and deposit funds that are meant for Outside Revenue or Foundation Account.



## E. Off Site Bank Accounts and Charging Dues

University of Florida Sport Clubs are not permitted to charge membership dues. This is University policy and Student Government law. There will be NO exceptions to this rule. Sport Clubs at UF are funded by Activity and Service fees. Activity and Service fees are paid by all students so additional dues would constitute double billing. Student Government is responsible for allocating A&S funds. Clubs are encouraged to conduct fundraising activities to help defray the cost of participation. Clubs may elect to host a banking account outside of the Sport Clubs office. Please consult our office for best practices you should consider before opening an account. Clubs may still use their accounts held within the Sport Clubs office.

## F. Fundraising

Fundraising is critical in order for a club to offset expenses not provided through its annual budget.

Hosting events have proven to be a consistent and successful means of raising money. Car washes, monetary or product donations from local businesses, and t-shirts sales are a few other suggestions. Bake sales and raffles are prohibited by University Policy. Any functions that involve the sale of alcohol are also against University policy.

All money earned from any fundraising activity (t-shirt sales, entry fees, etc.) may be deposited in the club's Outside Revenue or the club's outside bank account. Monetary donations from alumni, parents, businesses, etc. are tax-deductible and should be deposited in the club's Foundation Account.

All money collected for the activity (entry fees, t-shirts, etc.) must have receipts. All money spent must be documented with receipts as well. Sales tax must be charged on all merchandise sold. Sponsorships are permitted if conducted appropriately. A business may wish to sponsor an event hosted by a club either through donating t-shirts or providing other equipment. Businesses may NOT capitalize on the event through naming rights, banners placed on location, or the sale or giveaway of products or coupons. Sponsoring businesses may place their logo on T-shirts or other items the club has decided to sell for fundraising. A banner may be on location that states "Gator Club Invitational, with special thanks to XYZ business". A banner naming only the sponsor without mention of the host club is not permitted. If an organization is interested in sponsoring the club as a whole, it may do so through giving special discounts, listing its logo on T-shirts, and/or recognition on a club banner. Sponsors may not express sole ownership over or contracted benefits with a Sport Club.

Fundraising requires time, effort, and creativity. Some untapped resources at the University of Florida include gifts from alumni and former club members. Before undertaking any type of fundraising campaign, please consult with staff to ensure that all efforts are conducted in a proper manner.

To receive credit for fundraising dollars toward your fundraising total, you must complete a [Fundraiser Request Form](#). If a Fundraiser is facilitated without having a completed form, the money will still be deposited but it will not count toward fundraising totals.



## G. Depositing Funds

Clubs generating money through fundraising efforts should deposit these funds into the club's Outside Revenue with the office during the first business day following the event's conclusion. These funds should never be deposited in a personal bank account or kept in one's private residence. In the case of a weekend event, it is highly recommended that clubs make arrangements with the office to secure the money in the office safe. If the office staff is unavailable, clubs should take proper care of money by locking it in a secure place and deliver to the office the first business day following the event. During an event, all entry fees, t-shirt sales and other financial transactions must be properly documented via receipts or log book. The office has cash boxes, receipt books, and money bags available for checkout. Documentation of all financial transactions by receipts, log book, or cash register must accompany the outside revenue deposits.