



Financial Services

Policy & Procedure Manual

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FINANCIAL POLICIES/PROCEDURES

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A. Annual Budget Development

1. Preface

As a not-for-profit organization, almost all financial matters of USA Roller Sports (USARS) are dictated by the budget. The budget is a tool that allows the USARS Board of Directors (BOD) to effectively govern the organization. The budget is also a set of financial goals, and like any goal can be changed as deemed appropriate by the BOD.

2. Budget Creation Process

The budget, limits of authority, and controls can be better understood by knowing how the budget is created and approved.

a. Main Budget Categories

Revenue Streams

- Membership
- USARS Sponsored Events
- World Championships
- Seminars/Clinics
- Interest
- Rental
- Merchandise Sales (not material)
- Commissions
- Other Income (sponsorships misc. etc.)

Expense Categories

- Background Checks
- Banking Fee
- Depreciation Expense
- Insurance - Business
- Interest / Finance Charges
- Internationals Representation
- Meals and Entertainment
- Membership Dues/Licenses
- Museum – Donation/Expenses
- Payroll
- Payroll Taxes
- Professional Fees
- Property Tax
- Retirement Contributions
- SafeSport
- Sales Tax
- Service Contracts
- Technology
- Travel and Lodging
- USARS Sponsored Events
- Office Expense
- Occupancy

- b. Preparation and planning
The Director gathers information for the budget from historical data, as well as project and sport committees. This information is then consolidated and presented in the form of a preliminary budget proposal and forwarded to the Finance Committee at least two weeks prior to the final budget deadline . The Finance committee will review the budget and work with the Director and make adjustments if necessary until a balanced budget is met.
- c. Finance committee
During the meeting, the committee will review and revise the budget proposal as deemed appropriate. Each member will have an opportunity to comment and/or provide additional justification regarding the budget request if needed.
- d. Final distribution
Once approved by the Finance Committee, the final budget will be distributed to the members of the BOD for approval.
- e. As part of planning and preparation, an analysis of discrepancies should be completed for all categories in excess of \$2,000 positive or negative of previous year.

3. Changing the Budget

The Finance Committee and Director will conduct a minimum semiannual review of the budget in conjunction with a board meeting if possible (Spring Meeting). If any changes are needed they must be approved by the Executive Committee and/or the BOD. The Finance Committee is granted the authority to alter the budget, permitting this does not create a non-budgeted deficit. The Chairman of the Finance Committee must also be present for any change to the budget to be approved. The BOD will approve all Executive Committee actions at their next meeting.

4. Expenditures in excess

Expenditures in excess of a budgeted expense line item and/or subtotal or main budget category can be approved without a formal budget change, permitting an overall non-budgeted deficit is not created. The approval process is:

- Over \$3000, but less than \$5000 - Chairman of Finance Committee
- Over \$5000, - Finance Committee

Please note that there are specific budgets for departments, events, and an overall budget. If an event or Department/Sport is under their budget limit in one area they can go over their budget in another area as long as it doesn't cause a non-budgeted deficit for that event or Department/Sport.

B. Financial Statement Basics

I. Chart of Accounts

- a. The general ledger chart of accounts are 5 digit numbers. The first digit represent if the accounts is an asset, liability, revenue or expense:

- 1 Asset
- 2 Liability
- 3 Equity
- 4 to 5 Revenue
- 6 to 7 Expense

b. The class designation in Quick Books is used to determine the sport or administration. These class designations are set up to follow the 990 information.

- Admin
- Program
 - Figure
 - Inline Hockey
 - Rink Hockey
 - Speed
 - Slalom
 - Fund Raising

2. Reporting and Distribution of Reports

a. Monthly financial statements will include:

- Current Balance Sheet and Current Month Profit & Loss
- Current Balance Sheet and Current Month Profit & Loss, as compared to prior year
- Current Month P & L by class
- YTD Profit and Loss
- YTD Profit and Loss, as compared to prior year
- Balance Sheet Reconciliation reports (as requested)

Reconciliations, monthly posting and accruals must be completed before reports are generated. These reports are issued by the 20th of the following month.

b. The Executive/Finance Committee will receive the monthly financial statements from the Bookkeeper on or before the 10th of each month. The BOD will receive an Executive Summary report on a quarterly.

3. Record Retention

- a. The general financial records such as canceled checks, transaction forms, worksheets, bank statements, etc. shall be maintained for a period of seven (7) years and shall be destroyed after that time.
- b. The current electronic accounting records are backed up every night remotely offsite.

4. Monitoring Financial Statements

The Director and Bookkeeper review and monitor the financial statements on a monthly basis before forwarding them to the Executive/Finance Committee. Should the Executive/Finance Committee have any questions or concerns about the Financial Statements, they can contact the Director.

C. Accounts Receivable

1. Processing Cash/Checks

Checks and cash must be posted and deposited the day they arrive in the office. Exceptions are approved by the Director. Any checks or cash not deposited is locked in a fireproof file cabinet. The Director & Bookkeeper are the only individuals with access to this file cabinet.

Mail is delivered by the post office daily. This mail is opened, sorted and dated stamped with current date, and distributed. Checks received are stamped with the “deposit only” endorsement stamp. If cash is received via mail, copies of the cash and the documentation is made and included with the

write up. The checks then are written up by a different staff member. The write up includes check name and date, amount, state from, and what payment is for. The write up and checks are then given to Bookkeeper to enter into the accounting software. After entering, the checks are collected for deposit, and the documentation is matched up with each invoice, then delivered to the staff member who can process that invoiced request. The Bookkeeper will give the deposit to the Director. The Director verifies the deposit is correct and another staff member takes the deposit to the bank. The Director gives the deposit receipt to the Bookkeeper and it is filed with the copy of the deposit slip.

2. Processing Credit Cards

Credit cards receipts should be processed daily. Credit card numbers are not to be kept for any reason and are entered into the accounting software using only the last four digits. Taking credit card numbers over the phone is acceptable, as long as the party is the cardholder or an approved user. Credit card batches must be posted and reconciled, the next business day, after entry. Any credit card numbers written down must be destroyed and shredded, Credit Card numbers written on a form that must be retained, must be redacted using the stamp.

Credit card requests are processed by the person taking the information. Approved transactions are given to the bookkeeper, to be electronically processed. If a credit card is declined, one additional attempt is made, to process the transaction, within 3 working days. If it is declined again, the customer is contacted to provide an alternative payment method. Credit cards not processed, are locked in the fireproof file cabinet , until they can be processed. Once credit card forms are processed the forms are shredded. If the card number is on an application form that number is redacted.

3. Refund Request

Refunds are NOT given for memberships, entry fees, or club dues, unless the party has paid twice and was issued two memberships. The Director or Treasurer must approve all refunds, prior to being issued.

Staff fills out a refund request form (see page 28) and attaches supporting documentation to it before submitting to the Bookkeeper. Refunds are processed every two weeks. Refunds can be issued by credit card or a refund check. Upon approval from the Director, the Bookkeeper processes the request, issues the refund and files all appropriate documentation.

4. Applications with No Payment , Underpayment or Overpayment

When applications are received without payment, the sender is contacted to request payment.

For underpayment applications, the application is processed as usual, note the sender's demographic information, and contact them to remit payment for their balance. The unpaid balance should appear in AR.

Overpayments should be refunded using the proper approval procedure as noted above.

5. Returned Checks

Checks returned/rejected by a bank, are assessed a fee. The check writer is responsible for all fees associated with the returned item. An invoice for the return check and associated fees, is created and forwarded to the member for immediate payment.

6. Accounts Receivable Aging

An Accounts Receivable Aging Report is printed at the end of each month. It is reviewed by the bookkeeper, Director and Treasurer for accuracy and completeness. A current aging report is forwarded to the Finance Committee and Executive committee quarterly.

7. Invoices

Invoices and Statements are prepared and sent the first week of each month.

Invoices with balances 31-60 day category, are stamped with “second notice.” Supporting documentation (if available) is sent with each statement.

Invoices with balances greater than 60 days, are forwarded with “final request” before sending to collection. Supporting documentation (if available) is sent with each statement

Per the “Member in Good Standing” policy, if payment has not been received, within 90 days, the party’s membership is revoked and a letter stating the “status” is forwarded to the member, and member club.

If no other options are available and the past due amount is over \$100, the account should be turned over to collection. Or, the account can be written off to bad debt. The Director and Treasurer can approve all write offs.

Any reoccurring delinquencies in this matter should be brought to the Treasurer’s attention. A Copy of all statements are on file.

8. Merchandise Returns

Returns of merchandise maybe accepted, if the mistake was due to an error by the National Office. Upon approval, the correct merchandise will be issued. A self-addressed, stamped envelope will be included with the replacement merchandise, to facilitate the customer return.

Returns are good for credit only. No refund will be issued.

9. Deadlines

Deadlines on entry fees, transfers, and other charges must be enforced. Late fees will be determined on an event by event basis.

10. Adjusting Accounts

An adjustment to an account, must be approved by the President, Director or Treasurer and must be accompanied with backup.

11. Entering items in A/R

Every request for an invoice must be submitted on an “Invoice Request Form” (see page 25). The Invoice Request Form must be approved by the Director before it is given to the Bookkeeper to process. All Invoice request must be timely, submitted in the current month, and give to the Bookkeeper before the last working day of the month.

D. Payroll & Retirement

1. The employees of USA Roller Sports will be paid the amount set in the budget, less withholding, as required by law. The payments will be made semimonthly on the 15th and the last day of the month. If the 15th or the last day of the month falls on weekend (Saturday or Sunday), then the employee will be paid on the corresponding Friday associated with that weekend. All distribution occurs via direct deposit to the employee's personal banking account.
2. In order to be processed through the payroll system, payroll must be completed at least 2 business days prior to pay date and no more than 7 business days in advance.

At this same time, as the payroll is processed, the Director tasked with processing payroll, will also complete all retirement benefit documentation and uploading of the semimonthly required spreadsheet, utilized by the retirement plan.

Once processed through the online payroll system, all reports needed for reconciliation should be download and loaded onto the financial server so that they may be accessed by the Bookkeeper to process into the accounting system. (Quick Books)

3. Museum Staff: An additional task associated with point 4, also includes reporting any payroll process for museum staff. This documentation should be updated on the financial server and the bookkeeper should prepare a semi-annual invoice for the museum to complete payment back to USA Roller Sports for use of the service.
4. The Director, tasked with processing payroll, shall obtain at the time of hire all required hiring forms to include, IRS -W4, State Withholding, I-9 and retirement forms along with supporting items (driver's license, SSN Card copies, etc.). It is up to the employee to notify the Director if they require any updates to their withholding status, and to submit new documentation.
5. By January 31, the Director shall issue IRS Form W-2 to all employees at their last known address. All quarterly and yearly payroll tax reports are completed by the Bookkeeper and mailed or electronically filed by the due dates outlined by the IRS.
6. Timesheets: Employees turning in timesheets need to have them approved by the Director. All timesheets must be turned in at least 3 days prior to the required payroll processing date. Overtime is not permitted unless pre-approved by the Director.
7. All employee personnel files are maintained by the Director in a secured location and within the payroll processing online system
8. Retirement Plan: The organization shall annually complete, all requirements associated with filing the annual retirement plan program, by the last day in February. Additionally, the annual contribution to each participating employee's account will be completed.

E. Accounts Payable

1. Check Request/Bill Pay

Documentation (either invoice or contract) must support any Request for Payment. Request for payments are entered into Quick Books. A check detail is printed for review. A copy of the check detail and backup information is forwarded to the Treasurer for approval. Upon approval, of the check detail, by the Treasurer, checks are printed and submitted for signature(s) and disbursement.

Printed checks, with proper documentation and given to two(2) check signer for review, verification and signatures. Upon completion, the checks are separated from documentation. The lower portion of the check is torn off and stapled to the documentation and filed. The check is mailed or delivered.

a. List of Check Signers:

- President
- Corporate Secretary
- Director
- Others Designated by the Board of Directors

b. Authorized signers are reconsidered annually, at Fall Board Meeting.

2. Expense Reports

An USARS expense report must be completed, for all expenses greater than \$25, incurred with regards to the office or USA Roller Sports. (See form -page 26). Supporting documentation must accompany the USARS expense report.

A check will be cut for these expenses, once approved. Expenses incurred under \$25 should be submitted for petty cash reimbursement.

(a) Finance Interim Policy for escalation of intervention

This Policy is as a result of discovery; for which previous personnel and administrations did not maintained appropriate documentation for check requests, or sufficient documentation for expended money/funds, the finance committee desires to create an interim policy to obtain the documentation needed.

This policy will apply to all employees and volunteers operating on behalf of USARS.

Documentation and/or receipts are required for all expenditures by USARS personnel. If a receipt is not possible, due to cultural, exchange rate or different a country for expense; the person seeking and utilizing the money, will create a document to support the expenditure in detail.

All receipts are to be submitted to the National Office within 10 days of return to the United States.

Accounting may require additional documentation to support the USARS expenditure. Accounting will contact the staff member/person, by phone and/or email, requesting the additional information. Accounting may grant an additional 5 days to pull the documentation together. Those documents are expected to arrive at the office within 10 days of request. If that does not occur:

- The accounting person will notify their supervisor that he/she is implementing an escalation plan.

- At the same time, he/she will notify the person who has not provided the documents that he/she is notifying the next person in the chain of command when the request was made, that a response has not been received and seeking their assistance to encourage the person to provide documentation (for employees this would be the Director). For Board members this would be the President of USARS, for volunteers and committee members this would be the President of USARS. Should the negligent party be the President of USARS, the accounting person will contact the Chairperson of the Board of Directors.
- If within another 10 days, the documents are not presented then the accounting person will notify the Chairperson of the Board and the issue will be communicated electronically to the Board of Directors for a discussion of actions to take or referral to the executive committee.

3. Honorariums

USA Roller Sports will reimburse coaches who work at an athlete training clinic or camp at the rate of \$100 per day, up to a maximum of \$600 per week, depending on the number of days the coach worked in a USARS capacity, at the clinic or camp. Additionally, USA Roller sports may reimbursement \$10 per game per game for the Hockey Referee.

Any individual who earns \$600 or more in honorariums in a calendar year must receive a Form 1099 as dictated by IRS reporting requirements.

Every effort is be made, to pay accounts in a timely manner and within the payment terms on the invoice. If USARS is unable to pay an account in a timely manner, it will notify the Treasurer and Chair of the Finance Committee for review, prior to listing the debt as a liability.

F. Capital Assets

1. Definition: A capital purchase includes any durable, tangible, and material item that has an estimated long term (five year) useful life. Items under \$2,000 are generally NOT considered capital in nature and are expensed in the year of purchase. Common examples of capital purchases include office and team equipment, furniture, fixtures, computers, speakers, and audio/video equipment. Inventory (items for resale) are not considered capital purchases.

This is calculated on the value of the single item purchased not the total of the order.

2. Prior approval from the Finance Committee or Chairman of Finance Committee is required as follows for all capital purchases:

• Less than \$1000	Director or Treasurer
• Over \$1000, but less than \$5000	Chairman of Finance Committee or Treasurer
• Over \$5000	Finance Committee
• Not to exceed \$10,000	President

Capital purchases should be made using accumulated surplus funds.

3. An exception to prior approval can be made in the case of an emergency (broken computer, fax machine, etc.) at the discretion of the following: Director and Chairman of Finance Committee.

G. Depreciation Policy

Equipment is stated at cost, less accumulated depreciation. Depreciation is provided for in amounts sufficient to relate the cost of depreciable assets to operations over their estimated service lives, on a straight-line basis.

H. Cash Management

1. Responsibility

While the ultimate responsibility rests with the BOD, the day to day supervision of the controls is the responsibility of the Chairman of the Finance Committee and the Director.

2. Bank Accounts

With the approval of the Chairman of the Finance Committee, the Director shall open and supervise such bank accounts as are needed for the transaction of business. As a matter of policy, the number of accounts shall be kept to a minimum. Wherever appropriate, the accounts shall be interest bearing.

3. Investments and Cash Management

When the cash position in banks permits, the Treasurer shall place such funds in reasonably liquid and safe interest bearing money market instruments such as, but not limited to, Certificates of Deposit and Bankers Acceptances. This can be done by automatic transfer through the bank to allow better interest accumulation instead of manually.

4. Credit

Bank lines of credit or credit card applications require Finance Committee approval. Two signatures are required on any promissory note, with one being that of the Chairman of the Board or President.

5. Timeliness of deposits

Deposits of funds received are to be made as soon as possible.

6. Loans

No loans to employees of USA Roller Sports shall ever be permitted.

7. Cash Advance

A cash advance, not to exceed \$500, maybe issued with proper approval and documentation.

I. Month End

1. Checks and deposit posting

All checks, deposits, and transfers must be input into the general ledger, in a timely manner. All deposits and transfers must be made before 5:00 pm, on the last day of the month, to be applied to the current month of business.

2. Bank Reconciliation

The monthly bank statement(s) are given to Finance to review, upon receipt. The Bookkeeper has "viewing only" access to the bank account(s) for access to reports. Once the bank reconciliation(s) are complete and adjustments posted, the bank reconciliation(s) are given to the Director for final approval.

Any discrepancies should be investigated and resolved immediately. Unresolved discrepancies must be reported to the Treasurer and the Finance Chairman.

3. Monthly Accounts Receivable and Accounts Payable Reports:

Accounts Receivable and Accounts Payable are posted to the general ledger automatically, by the accounting software. Balances should be reviewed and reconciled monthly. The Accounts Receivable policy is noted above.

4. Journal Entries

All Journal entries (JE) need to be accompanied by proper documentation. The Month End Close procedure should not proceed until all JE's have been made. There are several types of Journal Entries, including accruals, reversing, adjusting, etc.

Journal Entries are prepared by the Bookkeeper and forwarded to the Director, Chairman or Treasurer for review and approval. Upon approval, the Bookkeeper posts the journal entries.

5. Printing monthly reports

When the final postings have been completed, and all necessary Journal Entries have been made, the financial reports should be prepared (per above) and reviewed.

6. Review financial reports

Financial Reports should be reviewed by the Director, Treasurer and Chairman before distribution. All discrepancies will be discussed and any final adjustments made. The reports should be marked Confidential and Unaudited. Footnotes that are financial in nature should be included.

7. Distribution financial reports

The monthly financial reports are distributed as follows: a copy of the final report is given to the Director, Treasurer and Finance Committee and the Board of Directors.

J. Year End (all year end entries and adjustments must be made by October 15th to be account for in the correct year)

1. Accounts payable for current year paid

All accounts payable invoices and liabilities, for the current year, must be recognized and recorded by August 31.

2. Accounts Receivable for the current year received

All invoices and receivables, for the current year, must be recorded by August 31

3. Inventory

On August 31 or the first business day after the fiscal year end, an inventory count must be completed. Inventory numbers are given to the auditing firm so they can calculate the year-end adjustments.

4. Monthly Journal Entries

All journal entries (AJE's) need to accompanied by backup documentation. (See above)

5. Audit

In October of each year, an accounting firm is engaged to review the previous year's books and attest to the completeness and accuracy of the financial status of the organization.

6. Year End Adjusting Entries:

When the accounting firm has finished with the audit, they will provide a list of year-end adjusting journal entries to be processed to bring the books in line with the final audited statements. The Trial Balance should tie to the audit report.

Once the Year End Adjusting Journal Entries are completed, a summary trial balance is printed and reviewed by Finance Chair and Treasurer. Upon approval, the fiscal year can be closed in the system, locking the previous year totals. No additional entries will be made to the year under audit.

K. Travel

I. General Procedures

In general, USARS will provide comfortable, but economical travel arrangements for employees, volunteer staff, and team members in accordance with policy established by USARS or the committee member responsible for the budget line items for which the travel is funded. This policy applies to all individuals who travel at USARS expense. USARS provides reimbursement of travel expenses, not for cash advance. A check is released after the Director receives an Expense Report (see page 26) form with all receipts attached.

This is an overview of the travel policies, but full policy can be found in the Travel Guide

a. Air Travel

Whenever possible, USARS will book travel approximately 30 days prior to departure. Super saver air coach transportation will be booked and paid for by USARS. All individuals can book their travel through the National Office or use the USARS Official Travel Agency. Travel booked in the manner will be paid directly by USARS. Should the traveler book their own flight this will only be reimbursed up to the amount of the lowest cost fare provided by the USARS Official travel agency. Documentation of this must be provided by the traveler at the time as to the Lowest Fare Routing (LFR) at the time of ticket purchase. Preferred departure times and airport usage should be provided by the traveler on the event's travel request/confirmation form. USARS will attempt to book airline tickets based upon this information but may be required to book alternate transportation due to flight availability or lower ticket cost. In the event the traveler wishes to travel on a more expensive airline ticket than the one USARS can provide, the difference in cost must be paid to USARS by the traveler at the time of booking; a credit card is required to charge this extra cost. A ticket will not be booked until the payment for the upgrade is received at the National Office.

i. Changes

Any additional costs incurred by altering an itinerary or changing the departure or return dates after an airline ticket has been booked, must be borne by the individual who requested the change and paid directly to the agency booking the travel (AAA). The exception to this is if the event dates changed requiring rebooking of the ticket.

ii. Cancellations

By agreeing to participate as an official (including, but not limited to: athlete, speaker, clinic leader, committee member, coach, manager, doctor, trainer...) at a USARS

sponsored event at the expense of USARS, the traveler is responsible for any additional costs if he/she cancels an airline ticket. If after a ticket is purchased by USARS the airline ticket is not used and sufficient reason is not given to justify the traveler's withdrawal, in the opinion of the Finance and Chair of Finance, the traveler is personally responsible for full reimbursement to USARS of the entire cost of the airline ticket. The traveler will then own the ticket for his/her own personal use. Non-refundable tickets can be used again by the person named on the ticket after paying an airline-imposed reissue penalty.

b. Ground Travel

Should the traveler wish to drive to the event, mileage is reimbursed per the current IRS Standard Mileage Rate (for round trip mileage or for the lowest cost of a round trip airline ticket, whichever is least expensive. Transportation in the same automobile by two or more invited expense compensated individuals will cause USARS to only reimburse the individual that is providing the vehicle. The individual is reimbursed either round trip mileage or the cost of round-trip airfare, whichever is least expensive. No additional funds will be provided for (i.e.; motels, gas, parking fees, meals) when driving to the event.

c. Rental cars

All rental cars that will be paid or reimbursed by USARS must be booked through USARS unless otherwise authorized. It is expected that the least expensive car will be booked that is commensurate with the needs of the traveler. Generally, this is compact. When making a reservation, USARS staff and volunteers will be instructed to use the authorized rental agency whenever possible. If the authorized rental agency is not available, the staff and volunteers are to research all car companies and book whichever offers the lowest rate. Promotional rates will be booked where possible (i.e.; weekend, weekly, or other special rates). If there are no promotional rates available, then corporate rates will be utilized.

The only exception to this policy is where the need for a car could not be reasonably foreseen prior to departure. A traveler should not rent a car if hotel courtesy vans, cabs, or limousines provide adequate transportation and are less expensive than a rental car.

d. Meals/Per Diem

Meals are NOT reimbursed in all circumstances. Officials traveling at the expense of USARS will receive \$40.00 per diem for each full day at an event, and \$20.00 for each travel day to the event. When travel to or from an event occurs on the same day as the traveler's participation in the event itself, the individual will receive per diem for the full day, but not an additional per diem for half day travel. No expense itemization or documentation is required by USARS for this per diem. No per diem, except for the two travel days (\$40.00 total) is given to individuals staying at the Olympic Training Center, since housing and food are provided. If meals are provided at an event the per diem amount can be adjusted on the following basis: \$10 for breakfast, \$10 for lunch, and \$20 for dinner, unless the event schedule does not allow the traveler to partake of the provided meal.

Per Diems maybe issued in cash, for international competitions, with proper approval and documentation.

e. Lodging

Housing will be provided on a double occupancy basis for an official traveling at the expense of USARS unless otherwise noted. Meet Directors and or world team staff will be housed in single occupancy rooms. All individuals who stay at the established headquarters hotel will have their room paid directly by USARS. If the traveler decides to stay at a different hotel, they will be reimbursed ½ the room cost for the cheaper of the two hotels. Documentation must be provided. Roommate preferences will be sought at time of invitation. Individuals requesting single room or sharing a room with someone other than another expense compensated individual will be compensated for half the cost of the hotel room including tax for the required stay; USARS will provide this amount in the per diem check at the event. The individual must provide USARS with a credit card to reserve the hotel room and will be responsible for paying the hotel directly for the entire hotel stay. Individuals requesting hotel accommodations beyond the designated days of the event will be financially responsible for the cost of the room for the extra days and must provide USARS with a credit card to reserve their room at the time they accept the invitation. A separate reservation will be made at the hotel on the individual's behalf for the extra days. Dormitory rooms at the OTC are limited, so it may be necessary to assign up to 3 people per room. Those assigned to a single room shall not be required to pay any additional housing costs if the room numbers work out for a single room. Housing is not limited to hotels and other formats such as AIR BNB, etc. Housing can be used as long as appropriate as to safe sport regulations. Cost of using these accommodations have to be shown at less than a hotel costs and can be paid for on USARS credit card, if approved.

f. Company Credit Cards

All charges made to USARS credit cards must be for USARS business and must be documented. A receipt must be taken for each and every charge. The staff is encouraged to turn in receipts as soon as possible.

No personal expenditures may be made on a USARS credit card. The only exception is in case of an emergency and the Director must be notified immediately.

g. Travel Advances

Team managers may be given a cash advance, to accommodate protest fees, that must be paid in cash. Proper approvals and documentation is required. Missing documentation will result in the issuance of a 1099, to the recipient, for missing documentation.

Cash Advances must be approved by the Treasurer, before receiving the cash advance.

No cash advances will be given to any staff for travel purposes. Per diem checks, for the travel, shall be sent in advance, in order for that staff member to properly equip himself or herself with the cash they require.

The per diem checks can be signed back over to USARS and voided for cash if there is sufficient cash available.

No checks may be written to USARS, for cash, at any time during the travel.

h. Business Entertainment/Meal Meetings

All business entertainment/meal meetings involving staff must be approved by the President or they will be at the individual's own cost. The names of participants and purpose of the meeting must be documented on all receipts.

i. Miscellaneous

When conducting USARS business in a travel status, ordinary and necessary expenses are reimbursed; this includes: business phone calls, tips for baggage handling, and other miscellaneous expenses.

Personal expenses such as: personal phone calls, snacks, magazines or newspapers, in-room movies, in-room mini bar, massage, health club, room service, etc. will not be reimbursed.

2. Staff

Any USARS staff member scheduled to travel on federation business must first have approval from the Director. An Expense Report must be turned in to the Director within seven (7) days of return from travel, including all receipts if reimbursement is expected.

L. World Team Financial Procedures

1. World Team Managers act as an extension of the Financial staff at USARS and are therefore responsible for complying not only with USARS policies, but with some state and federal regulations as well. The key to success is close communication between the World Team Manager, Coaches, and Director. The following procedures are in addition to the general financial procedure in this manual. More detailed information, guidance and support are also distributed to Team Managers each year.
2. A team budget is prepared for the Team Manager by the Events Coordinator and is approved by the Director.
3. World Team staff expenses should be paid directly by the National Office. Team expenses should be paid directly by the National Office where required (such as team entry fees, hotels booked through world skate, med ex insurance), but athletes should pay directly for other expenses. The Director can establish credit with the National Team's vendors, pre-pay expenses, and pay reimbursement requests. Team Managers will be given information and training by the Director on IRS 1099 (miscellaneous income) and W-9 (request for taxpayer ID) for payments to individuals, sole proprietors and partnerships. Stipends for staff will be paid directly by the National Office.
4. Monthly reporting
 - a. Team managers should forward all receipts and check duplicates with proper documentation to the Bookkeeper in the National Office within 10 days of returning from travel. Deadlines can be extended, with approval from the Director. Managers are required to make copies of financial documents in case they are lost in transit.
 - b. Any deposits made by the Team Manager should also be documented and submitted with the Manager's report to the Bookkeeper.
 - c. Any funds given to the Team Manager that ARE NOT accounted for will result in the outstanding balance going on an IRS Form 1099 for that individual. This procedure has been approved by the IRS to guarantee that all funds are accounted for.

M. Athlete and Member - Insurance

The injured party must submit an Accident Report Form (forms are on the USARS website) to the National Office. Upon receipt, the forms are date stamped and the designated staff member verifies membership of injured member. A letter and claim packet is sent to the injured party from the National Office.

The injured party completes the packet and returns it back to the National Office. The completed documentation is filed with the insurance company and a copy is kept on file. The insured party will deal directly with the insurance company from this point forward.

N. Maintenance of document

This document is to be maintained by the Director and updated as items are approved by the Board of Directors, or Executive Committee on behalf of the board. This update should be done with 30 days of the approved item and then the document forwarded to Finance Committee for approval before posting.

O. Forms

USA ROLLER SPORTS
Purchasing Requisition

PO# _____
Example: 98-005
(Your extension - three digit suffix)

DATE: _____
PURPOSE: _____

*INSTRUCTIONS: (1) List, in detail, the items to be purchased including description, quantity, price per unit, and total price per items.
(2) Submit to USARS Director for approval PRIOR to making purchase.
(3) Submit to USARS Accounting within 2 days of purchase. (Requisitions without proper approval will not be accepted by Accounting.)
(4) Contact USARS Accounting should you have any questions concerning the completion of this form.*

QUANTITY TO BE PURCHASED	DESCRIPTION (I.E. WHO, WHAT, WHEN, WHERE)	DEPT/EVENT TO BE EXPENSED	UNIT COST	TOTAL COST
REQUISITION TOTAL				


METHOD OF PAYMENT (CIRCLE ONE): Other Payment Method: _____

USARS DIRECT BILL
 USARS VISA
 USARS AMX
 PERSONAL CR CARD OR CASH

SIGNATURE: _____
APPROVED BY: _____

Check Request Form

For use in requesting a check for pre-payment of a purchase, Per Diem check, or other payment needed prior to an event. **This form must be completed and turned in to the Finance Director at least 5 days prior to the event.**

Check here is this is a travel/event Per Diem request 

Date of Request _____

Name _____

Description of Request

Event/ Account to be charged _____
(amount must be charged toward up-coming event to be attended)

Executive Director Signature Date

Financial Director Signature Date

Upon receipt of funds, I hereby acknowledge that I will be held personally accountable for the advanced funds until proper receipts have been presented to the National Office. Upon completion of the event or travel, I will submit to the Financial Director a completed Expense Report and receipts.

Staff (Requestor) Signature Date

INVOICE REQUEST FORM

Complete this form when you need to bill a customer or put an amount into Accounts Receivable through Financial Services. Submit to Assistant Finance Director.

Date: _____ Requestor
(staff): _____

Name of
Company: _____

Complete
Address: _____

DATE TO SEND INVOICE (may be postdated)	AMOUNT	DESCRIPTION (EVENT, ACCOUNT, ETC)

An invoice will be sent as directed. If the balance goes unpaid a statement will be generated at the beginning of each month. 3 statements are sent before further collection action is pursued. If the balance remains after 3 statements the Assistant Finance Director may need to involve the requestor for collection.

Per Diem Signature Form

Please complete, sign, and return to USARS.

I, _____, have received my per diem monies
Print Name

for _____.
Reason for per diem

Signature _____

Date _____

For Office Use

Check # _____ Date Issued _____ Amount \$ _____

Signature (Director of Financial Services)

Date

kk c:/kristin/mydocs/forms/perdiemsignature.doc

Expense Report

USA ROLLER SKATING
EXPENSE REPORT

INSTRUCTIONS:

- (1) Itemize expenses and their details below, please be sure to complete all requested information.
- (2) Attach all receipts and get director approval.
- (3) Submit to USARS Accounting within 10 days of event.
- (4) Contact USARS Accounting should you have any questions concerning the completion of this form.

DATES COVERED: FROM _____

PURPOSE: _____

DATE	DESCRIPTION (I.E. WHO, WHAT, WHEN, WHERE)	DEPT/EVENT TO BE EXPENSED	LODGING	AIRFARE	GROUND TRANS.	FUEL	MEALS	MISC	PERSONAL CR CASH	USARS VISA	USARS AMX
ITEM TOTALS											

SIGNATURE: _____ **REPORT/TRIP/EVENT GRAND TOTAL**

APPROVED BY: _____ **TOTAL AMOUNT TO BE REIMBURSED**

A. Money Distribution Sheet- actual form requires signature

NAME	STATUS	DISCIP.	AMOUNT GIVEN PER DAY								DESCRIPTION

B. Money Distribution Sheet- actual form requires signature

MONEY DISTRIBUTION SHEET				
NAME	SIGNATURE REQUIRED	DATE	AMOUNT	DESCRIPTION

Petty Cash Disbursement Form



Refund Request

Date of Request: _____ Club ID #: _____

Person Calling: _____

Phone #: _____

Items to Refund	Price
_____	_____
_____	_____
_____	_____
_____	_____

Total Refund _____

Reason for Refund: _____

Circle Form of refund: Check Credit Card (must go back on original card charged)

CC Number: _____ Exp date: _____

Check Payable to: _____

Address: _____

Refund Requested by: _____

Verified By: _____

**Turn in completed form along with copy of original invoice
and any additional paperwork to the Assistant Finance Director.
Refunds could take 2 weeks to process.**

SIGNERS ON USARS BANK ACCOUNTS
October 1, 2019

USA Roller Sports President
USA Roller Sports Executive Director
USA Roller Sports Director of Support Services