

**TEAM FEES**

1. At registration, families pay a 3-part fee directly to the club: club registration fee, Referee Volunteer Program fee, and the initial TEAM FEE. It is only this TEAM FEE that gets credited directly to the team (not all 3 parts). This is critical to understand and explain to families.
2. Subsequent team fees are collected by the Club. Your budgets will layout the amount and approx. dates of these subsequent team fees, with some flexibility. All changes to budgets need to be cleared with the club and documented on the master budgets held by the club.
3. A PDF of your budget planner can be secured from the President of the club (Evan). All significant changes, including roster sizes must be communicated and fees adjusted if necessary.
4. Families can pay via the Payment Portal (link on [www.marinfc.com/payment-portal/](http://www.marinfc.com/payment-portal/)) or can send checks/money orders directly to the club address. These should be written payable to “Marin Football Club”. These should not be written to the team manager or treasurer.
5. If you get cash from a player, that should NOT be mailed to the club. (call Lynetta).
6. **Proper Team nomenclature: G10Blue; B09Red; B04Steel; G03Titanium.**
7. You are not responsible for collecting Financial Aid payments, except upon request by the club; but if players bring them to you, please pass on to Lynetta (marked as such). Players get envelopes to mail monthly to the club.
8. Please do not reduce a family’s fees in lieu of payment for expenses (eg hotel or team dinner). The full amount of the fee and the full amount of the expense must be documented.
9. It’s very important to collect all the fees budgeted, unless there is huge surplus by Feb/March and we agree you won’t be spending it all. It is nearly impossible to collect fees after the fact if the team is short, and FA cannot cover other than the FA player’s share of expenses. Excess funds are refunded to families (prorata) at the end of the season, and the team’s funds are zero’d out. We will work together on this process.
10. Club mailing address (it is not an office). The PMB (post mail box) must be included:

Marin Football Club  
 336 Bon Air Center PMB 122  
 Greenbrae, CA 94904

11. Lynetta lives in Terra Linda and has a mail slot in the front door. If this is convenient for you, and for cash drop offs, ask for the address.
12. Player transfers between teams (permanent roster change) should involve a transfer of fees in most instances. There is not a hard and fast formula here because each situation differs. The 2 treasurers and Lynetta can come up with an agreement, but

please speak up when a player transfers because you are the first to know, Lynetta is the last.

## **PAYROLL**

13. There is a payroll schedule (see separate document) and an outside payroll service. Lynetta sends reminder emails with deadlines and prompts 3-5 days before payroll is due. If the treasurer/manager does not enter it to the online form (link will be given each email), it does not get paid. Late payroll is not paid until the next time!
14. How to do payroll fractions: 1 hour and 20 minutes = 1.33 hours, not 1.20 hours. ( $20/60 = .33$ ). 1 hour and 35 minutes = 1.58 hours ( $35/60 = .58$ ).
15. Do not finagle mileage into hours and pay via payroll. Mileage is paid separately. (see separate Coach Pay Policy). NOTE: we may append a mileage request form.... TBA

## **EXPENSES (new BIZNOW cards to be issued during the summer)**

16. The BizNow card each team will get is a PREPAID debit card. It's not a credit card. So if there is not money on it, your charge will be declined. We may load a small, preset amount at beginning of the season for each team, but please plan ahead to request funds. (See separate page on using the Biznow card). After charges are made, please log back in to categorize expenses and upload receipts.
17. The BizNow card isn't a bank account with all your net funds on it. It is merely a way for you to use some of your funds.
18. Receipts for all reimbursable expenses that were not paid with team's BizNow card must be collected and forwarded to Lynetta. And labeled. It is preferred to send an email with receipts attached or embedded to request the reimbursement.

## **REPORTING**

19. We use ledger accounting. Your funds are co-mingled with other teams' funds in the club bank accounts. Your fees and your expenses will be "booked" to your team, and a Profit and Loss Statement will be sent to you quarterly or upon request. You can check all the transactions to be sure things are accounted for and reconcile with your records.
20. Due to the large volume of reg fees, the accounting periods, and roster changes, the TEAM FEES (first round collected in June by the club) may not all get credited to your respective teams until well into August. It's at that point that the first reports for your review will be available. Lynetta is available to review and explain reports, etc.

Lynetta office hours are generally 9-2 pm Monday- Thursday. Urgent you should text me.