

**APPLE VALLEY SOFTBALL ASSOCIATION  
FINANCIAL MANAGEMENT POLICY  
APPROVED IN 1996  
AS AMENDED ON JANUARY 30, 2019**

**1. STRUCTURE AND TAXABLE INFORMATION**

The Apple Valley Softball Association (“AVSA”) is registered with the Internal Revenue Service as a 501(c) (4) social welfare organization exempt from Federal Income Tax on most types of income but must file a Form 990-T by May 15<sup>th</sup> of each year.

AVSA is registered as a nonprofit entity within the State of Washington. AVSA must submit an annual report of its officers and other renewal information to the State of Washington each September.

AVSA is required to have one annual corporate meeting per year. Other special meetings may be called as written in the AVSA bylaws.

AVSA is registered with the Washington State Department of Revenue and must file an annual excise tax return and pay excise tax and retail sales tax on certain aspects of its operation.

**2. MANAGEMENT AND FINANCIAL CONTROL**

AVSA is governed by a 30-member Executive Board of Directors comprised of officers from six Leagues: Church, Wenatchee Senior Softball, Jack and Jill, Men’s, Women’s, and GWGSA (Girls League). All Leagues are a part of AVSA and as such, all money collected or held belongs to AVSA, but the use and distribution of such funds in each League account is subject to the direction of that League’s duly elected Board of Directors.

The AVSA Executive Board of Directors must approve all League financial matters and expenditures, either in the form of an annual budget approval or by individual decisions at Executive Board meetings. Throughout the course of the year, if no convenient meeting of the Executive Board of Directors is scheduled, the League Treasurer shall email the AVSA Treasurer with their intent to spend funds authorized by their League Board but are outside of their AVSA approved budget or approved disbursements when such an amount exceeds \$500. Such transactions shall be reviewed and are subject to written approval (email OK) by the AVSA Treasurer in lieu of a formal Executive Board of Directors meeting.

**3. FINANCIAL CONTROL**

AVSA Treasurer will be responsible for oversight of all checking accounts established for each League. Any League bank account address changes, addition or deletion of signers, and like related administrative activities must go through the AVSA Treasurer.

The AVSA Treasurer will be responsible for the AVSA bank account and shall provide a quarterly detailed report of receipts and expenditures to the AVSA Executive Board of Directors within 10 days of the end of each calendar quarter.

All money received by each League will be deposited into its respective League checking account. Each League will be responsible for paying all League expenditures except for Washington State Department of Revenue Excise Taxes and other expenditures as approved by the AVSA Board.

League Treasurers shall have online access to their League bank account, so they may download bank statements and see account activity. In addition to checks, League Treasurers may request a debit card and online Bill Pay access from the AVSA Treasurer for online and other purchases where a check is inconvenient or not applicable. Each League Treasurer will be responsible for its League bank account under oversight from the AVSA Treasurer.

League Treasurers will notify the AVSA Treasurer when changes to their respective League Board occur, so that checking account signature cards maybe updated. Authorized signers for each League will be the League President, League Treasurer, and/or AVSA Treasurer. Only one authorized signer is required on League accounts. GWGSA may request additional signers or debit card holders as authorized by the board for personnel responsible for field maintenance or concession purchases.

#### **4. BUDGETS AND LEAGUE FEES**

Ten days prior to the first AVSA Board meeting typically held in January of each year, each League Treasurer will provide a budget approved by their respective League Board in a format approved by the Executive Board. The report will include anticipated number of teams in the League, estimated number of players, and a projected summary by expenditure category cash receipts and expenditures.

The Executive Board will review all League budgets and either approve or send back to the League for changes or clarifications.

#### **5. FEES**

##### **A. Collection**

All receipts deposits made by each League may be through web-based ecommerce software, by checks payable to the League, or for offline player registrations only, by cash to a League Treasurer by a Coach or the player. All funds due or paid to the League shall be mailed or given to the League Treasurer or by direct deposit to the League account.

**NO MONEY SHALL BE ACCEPTED BY ANY OTHER OFFICER AT ANYTIME. ALL OFFLINE MONEY RECEIVED SHALL BE BY CHECK OR MONEY ORDER EXCEPT in cases where an exception is preauthorized by the League Treasurer. THE LEAGUE CAN REQUIRE A MONEY ORDER IN PLACE OF CHECKS IF DESIRED.** Rosters must be submitted at the time Field Use Fees are paid and the roster may only contain those names that are being paid for. Any additional names should be lined out and added on later by mail. Field Use overpayments are not refunded.

In the case of GWGSA, cash payments may be accepted by league representatives for concession and shirt sales.

In the case of the Wenatchee Senior Softball League, Field Use Fees are exempted for those players on teams that for regular season scheduling play exclusively in Chelan.

## **B. Receipts**

1. **League Expenditure Report.**  
On or before January 15 of each succeeding year, League Treasurers shall submit to AVSA Treasurer copies (hard copies or scanned copies as pdfs) of supporting documentation such as receipts, invoices, etc. for all expenditures incurred during the season. In addition, a completed and balanced bank reconciliation shall be included as of December 31 for the League bank account unless expressly waived by the AVSA Treasurer for a League account. GWGSA will submit a year-end report of income and expenditures. Copies of supporting documentation will be kept and made available on request in lieu of being submitted.
2. **Cancelled Check or Credit Card Statement In Lieu of League/AVSA Provided Receipt of Funds.**  
For any monies received by a League or AVSA in person or online, the cancelled check, issuer's money order receipt, or credit or debit card statement shall be in lieu of a League or AVSA receipt to the payor.

## **C. Refunds**

### **1. Team Sponsor Fees**

All team sponsor fees contain a \$200.00 non-refundable deposit. There is NO REFUND on deposit amount. Any refund on the remainder of the sponsor fee must be requested BEFORE THE LEAGUE IS CLOSED FOR TEAM ENTRY. (A team may allow a new team to use their League spot, but all exchange of money must be handled between the teams and not involve the League.) The GWGSA and Wenatchee Senior Softball Leagues are exempt from this rule.

### **2. Field Use Fees**

No refunds on Field Use Fees will be made regardless of how many games are played.

The League Treasurer has discretion to allow a team to:

- a. Substitute a new player for an injured player who WILL NOT return to play for the balance of the season. Such an injured player will be ineligible should they later try to come back and play later.
- b. Add additional players to the roster should an overpayment occur.

## **D. Deposits**

All money received must be deposited within 10 banking days after receipt.

**E. Handling Fees**

Each League will absorb the fee charged by the bank for any returned items. Each League has the discretion to charge the maker a fee of \$25.00 for handling. Any fees paid with a returned check will be considered unpaid and the team or individual will not be eligible to participate in Association activities.

**6. PARTICIPATION**

- A. NO TEAM SHALL PLAY WITHOUT PAYING THEIR FULL TEAM SPONSOR FEE IN FULL** (with negotiable funds). Any games missed due to lack of proper payment shall be forfeited.
- B. NO PLAYER SHALL PLAY WITHOUT HAVING SIGNED THE ROSTER OR ADD ON FORM AND PAYING THE FIELD USE FEE.**

**7. LEAGUE PLAY OBLIGATIONS**

All Leagues need to inform coaches that while the League will make every attempt to schedule a specific number of games for each team, circumstances may arise where the League must revise its schedule or rain outs and no shows may mean that each team may not get to play all those games scheduled or planned.

**8. INVESTMENT OF SURPLUS CASH**

In order to generate the largest safe return on surplus cash, each League may elect to put a portion of its League bank account funds into cash investment options at any nationally recognized financial institution. Such accounts must be in the name of AVSA and to the benefit of the investing League. These accounts shall be subject to strict oversight by the AVSA Treasurer. All deposit transactions must be approved in advance by the League Board, and if practical, the Executive Board of Directors, or in any case, the AVSA Treasurer. Disbursements from these accounts in any amount exceeding \$500.00 must be approved in advance in writing (email acceptable) by the Executive Board of Directors or the AVSA Treasurer. All approved disbursements from the investment accounts shall require two signatures: one from any AVSA officer among the President, AVSA Treasurer, or the Vice-President and the applicable League Treasurer.

**9. FAILURE TO ABIDE BY THIS AVSA POLICY**

Any officer in a League or AVSA who materially fails to comply to with the terms and intent of this AVSA Financial Policy shall be subject to a review by the AVSA Board in collaboration with the League Board. A League Board or the AVSA Board shall have the right to demand the immediate resignation of the offender. The AVSA reserves the right to conduct investigations of missing funds, and to seek restitution and pursue civil and criminal remedies.