

North Jefferson Junior Baseball Association Financial Responsibility Agreement

North Jefferson Junior Baseball Association (“NJJB”) is proud to be a non-profit 501 (c)(3) organization. As part of this status, we must abide by Federal financial responsibility guidelines. As part of NJJB, each team is an independent chartered organization (Individual Charter Team Members) under the umbrella of NJJB and its non-profit status. With that status, the Individual Chartered Team Members have the privileges to utilize portions of the non-profit status and its tax-exempt status, but the Individual Chartered Team and its Directors (business managers and coaches) are responsible (both legally and financially) for the financial health of the chartered team. At any time NJJB may revoke the privileges and non-profit status of the team.

In order to be in good standing with the league, the chartered team must adhere to proper bookkeeping practices and keep sound organized financial records. These records include bank statements and records of transactions (deposits and checks) for the team. A common spreadsheet will be provided to each team to assist in keeping these transaction. All records (including bank statements) must be made available to NJJB upon request.

Bank Accounts:

NJJB requires teams to maintain their funds at a federally-insured financial institution. If your team is earning and spending money, you need to set up a bank account. The account will be under your name with your personal information but should be nicknamed with your team name. At least two, unrelated, authorized signers are required to open and maintain an NJJB team account. NJJB is not responsible for any liabilities associated with this account. Consider these tips when working with a group account:

- Keep group funds in the bank before an activity or trip; pay for as much as possible in advance.
- Use debit cards during the activity or trip.
- Make **one person** responsible for group funds and for keeping a daily account of expenditures.
- Have one or two back-up people with debit cards, in case the main card is lost.

Unused NJJB money left in accounts when teams are disbanded becomes the property of NJJB. Prior to disbanding, the team may decide to donate any unused funds to a worthwhile organization, to another team, or for NJJB activities. As when closing a personal account, be sure all checks and other debits have cleared the account before you close it, and realize that you may have to close the account in person. Turn remaining funds over to the NJJB treasurer.

Non-Profit Donations:

- Donation checks in the amount of \$250 or higher need to be made to NJJB.
- Provide check (batch grouping of checks are appreciated) to NJJB Treasurer.
- Have individual charter team donation checks sent to chartered team address and then provide to the NJJB Treasurer. (Checks arriving in NJJB mailbox will be deposited in the NJJB general fund and used as such).
- League check will be provided to the chartered team for exact amount of donation. Please allow minimum of one week for check turn-around.
- Funds must be used for team expenses and documented as such.
- Acknowledgement letters (template to be provided) are the responsibility of the individual charter team. One copy of each letter provided by the Individual Charter Teams to each contributor must be sent to NJJB for our financial records.

NOTE: Team fees are not considered donations. By definition, the donor (or child of donor) cannot receive any goods or services as a result of the donation and the donation must go to the Individual Chartered Team's general fund and used for the "purpose" of the entire team. A donation is a DONATION. Please make sure that the contributor is aware of this definition.

Please sign below that you understand and agree to the requirements of this Financial Responsibility Agreement.

Team Name as listed on Bank Account: _____

- MY TEAM WILL NOT HAVE A BANK ACCOUNT THIS YEAR

Head Coach Name Printed

Head Coach Signature

Date

Second Signer on Account Name Printed

Second Signer on Account Signature

Date

NJJB Executive Board Member

Date