



# Athletic Director Financial Overview

## **Club Accounting**

CYO/Camp Howard is its own tax entity. CYO is a 501(c)(3) organization with the purpose of providing recreational sports and camp for youth.

CYO consists of over 25 clubs and 9 associate clubs currently. CYO is the sports league for the Catholic and Christian schools in the greater Portland metro area.

CYO Clubs each have a designated fund overseen by CYO. CYO provides all the necessary guidance and support to these clubs.

Associate Clubs bank within their own organization. Any form that relates to Associate Clubs will be indicated. (Associate clubs: Blanchet, FMES, OES, Our Lady of Lourdes, Portland Christian, St. Andrew Nativity, St. Joseph Vancouver, Valley Catholic, and West Hills Christian)

All forms referred to within this guide can be found on the CYO website. Download the form first before completing, saving, and submitting it to the CYO billing office.

CYO/Camp Howard website: <https://www.cyocamphoward.org/home>

CYO/Camp Howard < Ads < Form Downloads:  
<https://www.cyocamphoward.org/downloads>

Password for form if required: cyoad

CYO Billing office email address: [billing@cyocamphoward.org](mailto:billing@cyocamphoward.org)

CYO/Camp Howard Office address:

847 NE 19<sup>th</sup> Ave, Suite 385  
Portland, OR 97232

CYO Billing office phone: 503-231-9484

**CHECK REQUEST FORM** (for expenses & reimbursements) - CYO will process all Club check requests on a weekly basis. Clubs must submit a Check Request form electronically to the CYO business office and include required backup paperwork.

- Reimbursements must have receipts with date, store name, item details and amount paid. (Order confirmations are not receipts.)
- Payments for facility rentals must include contract and/or invoice.
- Payments to vendors must include invoices.
- Stipends must include club board approval.

\*\*\* Normal timeline for checks is 7 - 10 business days.

\*\*\* *Checks will not be processed until appropriate and correct supporting documentation is received.*

- a. Checks must be requested using the Check Request form available on the website. Email to: [billing@cyocamphoward.org](mailto:billing@cyocamphoward.org)
- b. For reimbursements or payments to oneself, the Check Request form and backup documentation must be emailed to at least two listed board members while cc'ing [billing@cyocamphoward.org](mailto:billing@cyocamphoward.org) and requesting that one of the board members REPLY ALL their approval before the check will be processed.
- c. Only the athletic director or treasurer may submit check requests. If any unauthorized person submits a request, it will be rejected.

**See the next page for an example of a complete Check Request form.**

## CYO/Camp Howard Check Request Form

(Use for Expense Reimbursements, Facility Rental payments & other expenses. Must provide the appropriate receipts, invoices and/or contracts.)

Please save and email, fax or mail completed form to:

CYO/Camp Howard  
847 19th Ave. Suite 385  
Portland, OR 97232  
503-231-9484 (main) -- 503-231-9531 (fax)  
[billing@cyocamphoward.org](mailto:billing@cyocamphoward.org)

**Payee Name**

**Date Requested**

**Address**

**E-mail**

**City**

**State**

**Zip**

**Club** (select from list below)

**Sport/Program** (select one)

**Purpose** (check one)

**Amount Requested**

**Attachments**

 Yes  No

**How Many Receipts?**

**Notes/Comments**

**Payment Delivery**

Mail to Address Above

Pick-Up at CYO Office

Pick-Up Date

Pick-Up Time

**Affidavit and Approval**

**Person Submitting  
Form:**

By checking the **Affidavit and Approval** box and submitting this form, I authorize the disbursement of funds from the Club fund indicated above. If the Submitter is also the Payee, the email must be sent to at least two Club board members, while cc'ing [billing@cyocamphoward.org](mailto:billing@cyocamphoward.org). At least one of the board members must confirm approval via separate email stating their acceptance of this check request and copying all recipients by selecting Reply All.

**QUESTIONS? Please contact the CYO Business Office for assistance.**

**REFUND REQUEST FORM – APPLIES TO ASSOCIATE CLUBS** - Refund Request forms are available online if you wish to cancel and/or refund participant registrations. This is for sport registration fees only. Refunds will be processed within the registration system and will be refunded to the original credit card used when the registration is completed.

- a. No refunds of the CYO participant fee after team registration.
- b. You may choose to refund any amount from your Club Account funds but you will still be assessed the CYO participant fee for that player if they are on a submitted roster at team registration. Substitutes are not allowed.
- c. Email Refund Request forms to: [billing@cyocamphoward.org](mailto:billing@cyocamphoward.org)

**Example:**

**CYO/Camp Howard  
Refund Request Form**  
(Use for Sports Registration Fees)

**Please save and email, fax or mail completed form to:**  
CYO/Camp Howard  
847 19th Ave. Suite 385  
Portland, OR 97232  
503-231-9484 (main) -- 503-231-9531 (fax)  
[billing@cyocamphoward.org](mailto:billing@cyocamphoward.org)

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<b>Participant's Name</b>		<b>Date</b>	
<input type="text" value="Joseph Smith"/>		<input type="text" value="09/30/2024"/>	
<b>Parent's Name</b>		<b>E-mail</b>	
<input type="text" value="Jessica Smith"/>		<input type="text" value="jsmith@email.com"/>	
<b>Address</b>			
<input type="text" value="1234 Main St"/>			
<b>City</b>	<b>State</b>	<b>Zip</b>	
<input type="text" value="Portland"/>	<input type="text" value="OR"/>	<input type="text" value="97232"/>	
<b>Amount Requested</b>			
<input type="text" value="250.00"/>			
<b>Refund Reason/Comments</b>			
<input type="text" value="There was no team formed for his grade."/>			

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<b>Club</b>	<b>Sport</b>
<input type="text" value="245 - Our Lady of the Lake"/>	<input type="text" value="9 - Volleyball"/>

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By checking the **Affidavit and Approval** box and submitting this form, I authorize the disbursement of funds from the Club fund indicated above. If the Submitter is also the Payee, the email must copy at least two Club board members, while cc'ing [billing@cyocamphoward.org](mailto:billing@cyocamphoward.org). At least one of the board members must confirm approval via separate email stating their acceptance of this check request and copying all recipients by selecting Reply All.

<b>Affidavit and Approval</b> <input checked="" type="checkbox"/>	<b>Person Submitting Form:</b> <input type="text" value="Your Name"/>
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**QUESTIONS? Please contact the CYO Business Office for assistance.**

**CLUB SPONSORED AID REQUEST – APPLIES TO ASSOCIATE CLUBS** - When your Club wants to offer a discount or cover the cost of registration fees for a participant using your club’s funds, complete this form to request a COUPON CODE to use at the time of registration. The form is available online. One form per child, per sport. Use this form also if the participant is already registered. This discount will then be applied, and a refund will be processed for the submitted amount.

Reasons for Club Sponsored Aid:

- Coach discounts
- Club board member’s children’s participation fees
- Athletic Director’s children’s participation fees
- A family at your club that you know needs a helping hand. Must be approved by your board members individually.

\*\*\*It is strongly encouraged that the coupon code is generated BEFORE registration occurs so that it may be applied at the time of registration to avoid avoidable credit card processing fees.

\*\*\*Club Sponsored Aid cannot be combined with CYO Scholarship awards.

Email Club Sponsored Aid forms to: [billing@cyocamphoward.org](mailto:billing@cyocamphoward.org).

**CYO/Camp Howard**  
**Club Sponsored Aid Request Form**  
(Use for Registration Fees paid for by Club Funds)

**Please save and email, fax or mail completed form to:**  
CYO/Camp Howard  
 847 NE 19th Avenue, Suite 385  
 Portland, OR 97232  
 503-231-9484 (main) – 503-231-9531 (fax)  
[billing@cyocamphoward.org](mailto:billing@cyocamphoward.org)

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<b>Child's First Name, Last Name</b>	<b>Date</b>	
<input type="text" value="Anne Smith"/>	<input type="text" value="09/07/2024"/>	
<b>Parent's First Name, Last Name</b>	<b>Parent's E-mail</b>	
<input type="text" value="Jessica Smith"/>	<input type="text" value="jsmith@email.com"/>	
<b>Address</b>		
<input type="text" value="1234 Main St"/>		
<b>City</b>	<b>State</b>	<b>Zip</b>
<input type="text" value="Portland"/>	<input type="text" value="OR"/>	<input type="text" value="97232"/>
<b>Aid Amount</b>		
<input type="text" value="250.00"/>		

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<b>Club</b>	<b>Sport</b>
<input type="text" value="245 Our Lady of the Lake"/>	<input type="text" value="Volleyball"/>

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**Affidavit and Approval**  **Person Submitting Form:**

By checking the **Affidavit and Approval** box and submitting this form, I authorize the use of funds from the Club fund indicated above. If the Submitter is also the Payee, the email must be sent to at least two Club board members, while cc'ing [billing@cyocamphoward.org](mailto:billing@cyocamphoward.org). At least one of the board members must confirm approval via separate email stating their acceptance of this Club Sponsored Aid request by selecting Reply All.

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**QUESTIONS? Please contact the CYO Business Office for assistance.**

**DEPOSITS** – Take them to any Umpqua Bank using your Club’s deposit slips.

\*\*\*Any deposits made without a deposit slip may be subject to a delay in applying to your club’s funds.

\*\*\*Club deposit slip booklets are available at the CYO office.

\*\*\*Combine deposits instead of creating a separate deposit for each item. This is why we utilize the Deposit Detail spreadsheet. There are dropdowns so you can detail where the amounts are categorized.

1. Fill out **CYO Deposit Detail Excel spreadsheet**, password: cyoad.
2. Fill out Umpqua Bank Club Specific Deposit Slip.
3. Make deposits at any Umpqua Bank.
4. Do not forget to: *Email CYO Deposit Detail Spreadsheet* to

[billing@cyocampHoward.org](mailto:billing@cyocampHoward.org)

\*\*\*Please do not change the format from Excel if possible.

**Example:**

Cash or Name on Check	Check Number	Category (choose from drop down list)	Sport/Event	Amount	Categories
John & Jane Smith	299	DNT - Donation	Basketball	\$250.00	APP - Apparel Sales
Cash	#	GATE - Gate	Basketball/Jamboree Tournament	\$987.00	CON - Concession Sales
Cash	#	CON- Concession Sales	Basketball	\$236.00	DNT - Donation
	#			\$	FDR - Fundraiser
	#			\$	GATE - Gate
	#			\$	OTHER - Other
	#			\$	REG - Registration
	#			\$	TRN - Tournament
	#			\$	UNI - Uniform Sales
	#			\$	
	#			\$	
	#			\$	
	#			\$	
	#			\$	
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	#			\$	
	#			\$	
	#			\$	
	#			\$	
TOTAL DEPOSIT	#			\$1,473.00	
CLUB NAME	#			\$	
DATE OF DEPOSIT	#			\$	
	#			\$	
	#			\$	

**TOTAL DEPOSIT matches total on your deposit slip.**

**DATE OF DEPOSIT is the date you took it to the bank.**

**GATE MONEY** - If you host any CYO tournament games, entry fees must be collected. *This is a great way to raise money for your Club!* Gate fees should be deposited no later than one week following the tournament, making sure to follow DEPOSIT guidelines above.

- a. **CLUBS:** Count the total money from the tournament. Fill out the Umpqua Bank Deposit Slip as well as your CYO Deposit Detail Excel spreadsheet indicating the SPORT/EVENT NAME. Deposit the **full amount** at Umpqua Bank and submit your deposit detail to: [billing@cyocamphoward.org](mailto:billing@cyocamphoward.org).

***We will apply half of the proceeds to your Club account.***

- b. **ASSOCIATE CLUBS:** Count the money from the tournament. The **full amount** must be BROUGHT TO THE CYO OFFICE.

***CYO will issue your club a check for half of the proceeds.***



## **SITE MONITORS**

If your club pays for a site monitor, the site monitor will be processed as an employee of CYO/Camp Howard. They will be entered into the payroll system. CYO uses ADP Workforce Now.

To hire a site monitor, send the following information to [payroll@cyocamphoward.org](mailto:payroll@cyocamphoward.org) :

- Full legal name (View person's legal identification card)
- Email address
- Phone number
- Rate of pay

The CYO payroll team will reach out to the site monitor to complete onboarding.

Time sheets are available to use on the website [here](#).

Please submit signed time sheets as requested by the Payroll Team to [payroll@cyocamphoward.org](mailto:payroll@cyocamphoward.org) . CYO pays on a semi-monthly basis.

To be included in the payroll processing reminder email, please reach out to [payroll@cyocamphoward.org](mailto:payroll@cyocamphoward.org) with your preferred email address.

**FINANCIALS** – Our fiscal year end is August 31<sup>st</sup>. The annual audit for CYO takes place in the fall/winter, and we need all your Club accounting information complete and up to date to help us through this process.

CYO Business Director, Cathy Foy, provides club financial updates throughout the year. Please send requests to [billing@cyocamphoward.org](mailto:billing@cyocamphoward.org).

**CYO Fee Schedule:** Publication of the fee schedule for sport fees will be in the Spring preceding the new season of CYO sports.

CYO charges fees per individual participant per sport (aka CYO Participant Fee) and per team for tournaments.

- There is a per sport fee for coaches which covers CYO expenses that include, but are not limited to: background checks, insurance, CYO Sports Manual, coach badging & administration.

SETTING YOUR CLUB'S SPORT FEE - When deciding your "Club's Sport Fee", make sure it is more than the CYO Participant Fee to ensure you are covering ALL YOUR CLUB'S expenses. The following are some typical expenses to consider.

- Coach fee - \$40 per season per sport per coach
- ASEP reimbursement - \$35 for 1<sup>st</sup> time only CYO coach
- Tournament fees – does your club roll the cost of the tournaments into your Club Sport Fee, or do you have coaches collect from parents during the season?
- Facility Rental – payment for gym/field/track/pool rentals
- Uniforms
- Sports equipment, i.e.: balls, nets, javelins, etc.
- Sports supplies, i.e.: scorebooks, first aid kits, cold packs, etc.
- Site Monitor – does your facility pay a Site Monitor?
- High School Scholarships - from your Club to your participants, ex.: 8<sup>th</sup> grade awards
- Coach "Thank You" gifts
- End of season party
- Discounts - to your coaches or board members applied to sport registration fees
- AD compensation, stipend or per registration fee

#### ITEMS TO CONSIDER

- What has been your CLUB'S policy regarding tournament fees?
- Volleyball has a pre-season Challenge, mid-season Invitational and the Championship event.
- Hot Shots has an end of season tournament.

- Basketball has a pre-season Jamboree and the Championship event.
  - Make sure you communicate with coaches and let them know that they may register online for a tournament but need to pay by credit card themselves or....
  - Do you cover all the tournaments?
    - Let them know they may register and choose "My Club will cover the cost."

Here are some of the forms that are available on the website under [Ads < Forms Downloads](#).

CYO Refund Form

CYO Club Sponsored Aid Form

CYO Club Year End Assessment Form

CYO Check Request

CYO Deposit Detail Form

Time Sheet

*Thank you for being an integral part of CYO/Camp Howard! Please do not hesitate to reach out with any questions. We are here to help guide you.*

*Cathy Foy*

*Business Director*

[cathyf@cyocamphoward.org](mailto:cathyf@cyocamphoward.org)

*Melanie Young*

*Accounting Specialist/Payroll*

[melaniey@cyocamphoward.org](mailto:melaniey@cyocamphoward.org)

*Billing Needs – [billing@cyocamphoward.org](mailto:billing@cyocamphoward.org)*

*Payroll – [payroll@cyocamphoward.org](mailto:payroll@cyocamphoward.org)*