

Financial Policy and Procedures



**Maryland State Youth
Soccer Association**

(410) 768-5401

msysa.org

Revision History

Date	Version	Author	Comments
November 2008	1		Original Document
July 2012	2	Deegan	<ol style="list-style-type: none">1. Revision history added2. Sec 604 – Added Donation Request Policy/Donation Request Form3. Sec 701 – Revised per diem amount; Set policy for International Travel4. Sec 901 – Contracts (added language for clarity on contracts requiring Board approval prior to signature and language on bid process & subsequent award)
July 2021	3	Smith	<ol style="list-style-type: none">1. Sec 803 - Adjusted per diem amount

PART I-GENERAL

Section 101. PURPOSE OF THIS POLICY

The purpose of this policy is to provide for the consistent application of conduct procedures and controls in regard to the assets and financial affairs of the Maryland State Youth Soccer Association, so that there will be maximum benefits and sufficient safeguards related to those assets and financial affairs. To this end, all funds received and disbursed in the name of the Association shall be managed in such a way that the tax-exempt status of the Association is not endangered.

Section 102. DEFINITIONS

In this policy:

1. **“Association”** means the Maryland State Youth Soccer Association
2. **“Line Item”** means a specific line with a corresponding amount in the Association’s budget
3. **“Program”** means the operations of a specific officer, committee such as the Olympic Development Program, or office of the Association. It is an area that contains at least several line items within the Association budget
4. **“Board”** means the Association’s Executive Board
5. **“Executive Board”** means President, Executive Vice President, First Vice President, Second Vice President, Third Vice President, Registrar, Secretary, Treasurer, Immediate Past President, Six (6) Region Commissioner, Four (4) At-Large Members
6. **“Person”** includes individuals and any business or other type of entity.
7. **“MSYSA”** means the Maryland State Youth Soccer Association, Inc.

Unless specifically provided otherwise, any reference in this policy to an office, officer, position, board, committee, other entity, or financial or other matter is a reference to that office, officer, position, board, committee, other entity, or financial or other matter of MSYSA. For example, a reference to the “President” is a reference to the President of MSYSA.

As provided by the MSYSA bylaws, the Treasurer is the Chief Financial Officer.

Section 103. FAILURE TO COMPLY

Failure of any member, officer, committee member, employee, or any other person to comply with this policy shall be reported to the Treasurer or Executive Director; or if the Treasurer or Executive Director is unavailable, to the President after repeated attempts have been made to attain compliance.

PART II – MANAGEMENT AND CONTROL

Section 201. PURPOSE OF THIS PART

The President, Treasurer, and Executive Director shall be in regular contact concerning the financial performance of the Association.

Section 202. RESPONSIBILITIES OF PERSON WHO INCUR AND/OR APPROVE EXPENSES

Persons incurring expenses on behalf of the Association are responsible for ensuring that all expenditures are consistent with Association policies and budgetary restraints. Anyone with expense approval authority must be fully cognizant that their signature on an Income and Expense form or Association check indicates

conformity with stated Association policy, that legitimate and necessary expenses have been incurred, and that all items on the income and expense form are in order.

Section 203. EXECUTIVE DIRECTOR

The Executive Director will:

1. Maintain the financial records of the Association in a form and manner acceptable to the Board of the Association
2. Maintain the financial records of the Association such that they may be reviewed by the Treasurer of the Association at any time during normal business hours, and within two working days' notice by any member of the Executive Committee
3. Oversee the daily accounts of the Association including receiving the bills and receipts of the Association, making timely deposits of funds, and recording and preparing expenses for review and payment approval by the Treasurer of the Association
4. Provide financial reporting and control of all Association programs under the direction of the Treasurer of the Association
5. Prepare statements of the financial affairs of the Association for presentation to the Association's Board of Directors at each regular Board meeting in a form and manner as directed by the Treasurer of the Association
6. Supervise the Office Petty Cash Account
7. Inform volunteers and employees of these Association policies and procedures

Section 204. FINANCIAL RECORDS

The Association office and the Treasurer will create a list of accounts which reflect the line items listed in the budget. All books, records, and accounts will be maintained by the Association office staff under the supervision of the Executive Director.

Section 205. GENERAL REQUIREMENT OF ALL ACCOUNTS

All income of the Association shall be deposited into and all expenses shall be paid by checks drawn against the following accounts:

1. The general operating accounts which may or may not be interest bearing accounts
2. A money market savings account which shall be an interest-bearing account
3. Investment accounts as recommended by the Board
4. Petty cash fund which shall not contain more than \$200

Section 206. LOCATION OF ACCOUNTS

The Association's accounts shall be maintained by the Association office. All operating accounts shall be in institutions insured by the FDIC or by another federally insured institution. Investments may be placed in non-FDIC insured accounts with the prior approval of the Board (See Investment Account Section). Copies of account statements will be mailed directly to the Association office.

Section 207. NAME OF ACCOUNTS

All accounts of the Association shall be in the Association's name. If special accounts are set up to support a specific activity, the name of the account will include the Association's initials (e.g. MSYSA STATE CUP TOURNAMENT). State Association accounts may never be in an individual's name.

Section 208. SIGNATURES REQUIRED

Checks for the payment of expenses shall be written by the Association staff. The Association's President, Treasurer and/or Executive Director may sign checks. Checks of \$500 or less may be signed with one signature. All others must have two of the above signatures. Generally, all Association checks will be signed by the Association Treasurer unless notice is given that the Treasurer is not available to sign checks on a timely basis. Should another officer need to be added to the signature card, this can be done in agreement from the President, Treasurer and Executive Director.

Section 209. RECONCILIATION OF ACCOUNTS

Reconciliation of bank statements shall be completed timely by a board member, committee member or outside accountant who has no check writing authority. The reconciled accounts shall be given to the treasurer for review. The Association Treasurer will be immediately notified of any discrepancies determined when reconciling Association accounts.

Section 210. INVESTMENT ACCOUNTS

The State Association President shall appoint an Investment Committee to advise the Board on investments of State Association funds. This Committee shall be chaired by the Treasurer. Upon advice of this committee and the Treasurer, the Board shall decide the nature and amount of investments for the State Association. When planning the investment of association funds, the following considerations shall be made (listed in the order of priority):

1. Security
2. Liquidity
3. Rate of Return

Section 211. MANAGEMENT AND CONTROL EASE

The Association office staff, and the Treasurer may from time to time create policies to ease the management and control of the financial performance of the Association.

PART III- THE BUDGET

Section 301. PURPOSE OF THIS PART

The bylaws provide that an annual budget shall be prepared by the Treasurer and Executive Director, considered and presented to the membership by the Board of Directors, and approved by the membership. In addition, the Board has authority to conduct the daily affairs of MSYSA and to establish rules and regulations not otherwise provided for. The purpose of this part is to provide procedures for preparing and presenting the annual budget, reviewing the budget as adopted, and for making amendments to the annual budget.

Section 302. BUDGET PREPARATION SCHEDULE

1. To the maximum extent practicable, the Treasurer and Executive Director will meet each year in March to discuss the upcoming budget and to prepare a proposed budget for the next fiscal year for consideration by the Board of Directors. At that meeting, the Committee, which is made up of the Treasurer, Executive Director, Director of Coaching, State Cup Chairman, one Commissioner, will prepare a list of those persons needing to submit budget proposals to the Committee for the next fiscal year.

2. At least 30 days before the budget proposals are due to the Treasurer and Executive Director, the Executive Director shall send a memorandum from the Treasurer to each of those persons that are to present budget proposals requesting the budget proposals for the next fiscal year. That memorandum shall include the following:
 - a. the date the budget proposal and related information to be **received** by the State Office, and that date is to be at least 7 days before the consideration the budget proposal;
 - b. the date the Treasurer and Executive Director will consider the budget proposal and where appropriate, a statement that the proposer is to be available to the Treasurer and Executive Director on that date by personally appearing before them, if not possible to be present, then be available by conference call;
 - c. an attached budget proposal spreadsheet that includes the following columns and space: (A) the prior fiscal year's budget column; (B) the prior fiscal year's actual income and expenses column; (C) the current year's adopted budget column; (D) the current fiscal year's actual income and expenses to date column; (E) a blank column to be completed with the requested budget for the next fiscal year; and (F) space for comments from the proposed and explanation for any proposed major changes from the prior fiscal year's budget.
 - d. The Treasurer and Executive Director shall submit a proposed budget to the Board of Directors not later than seven days prior to the May meeting of the Board.

Section 303. BUDGET PREPARATION MEETINGS

1. The Treasurer and Executive Director shall schedule and hold meetings as appropriate during March and April to meet with those persons needing to submit their budget proposals and to prepare a proposed budget for consideration by the Board of Directors.
2. To the maximum extent practicable, the Treasurer and Executive Director shall hold meetings to review budget proposals according to the following grouping:
 - a. those budget proposals involving income and income-producing programs;
 - b. operational costs; and
 - c. committees and miscellaneous.

Section 304. BUDGET REVIEW

1. The Treasurer and Executive Director will meet at least once each fiscal year for a midyear review of the adopted budget for the current fiscal year and the financial health of MSYSA.
2. The budget review by the Treasurer and Executive Board will include the following:
 - a. comparing the adopted budget to actual expenditures to date;
 - b. office staff and procedures;
 - c. any major non-budgeted items;
 - d. investments and sponsorships; and
 - e. any other items as appropriate.

Section 305. BUDGET LIMITATIONS AND CHANGES

1. The amount of expenses approved for a program or activity in an adopted budget for a fiscal year is the maximum amount that may be committed and paid for expenses of that program or activity unless otherwise voted on upon the board. If the amount of revenue of a program or activity is going to be substantially different from the approved amount provided in the adopted budget for the fiscal year, the person having overall responsibility for the program or activity shall immediately make a report to the Treasurer and Executive Director about the likely difference. If the difference is going to occur because of

a proposal to the Board of Directors or a proposed change in the operation of the program or activity, the proposed amendment to the approved budget for that program or activity must be adopted as provided by subsection (b) of this section at the midyear review. If the difference is to otherwise occur, no budget amendment is required.

2. Unless the Board of Directors votes that an emergency exists in regard to a proposal to amend an adopted budget or any other proposal that has the effect of significantly changing an adopted budget, any such proposal shall be considered only according to the following procedures:
 - a. The proposal shall be referred to the Treasurer and Executive Director for review and report. The referral for review and report to the Treasurer and Executive Director is limited to the financial effect of the proposal on the budget and the financial situation of MSYSA.
 - b. The Treasurer and Executive Director have 10 days, from the date the proposal is referred for review, to make a report to the Board about the proposal.
 - c. If the Treasurer and Executive Director do not make a report to the Board within the 10-day period, the Treasurer and Executive Director are discharged from further consideration of the proposal, and the proposal is placed on the agenda for the next Board meeting.

Section 306. CASH CONTINGENCY RESERVE

1. MSYSA shall maintain a cash contingency reserve equal to at least 25 percent of the budgeted expenses for the current fiscal year. Money in the reserve shall be spent only for contingencies that are approved by the Board of Directors.
2. If the cash contingency reserve is not equal to at least 25 percent of the expenses provided in the budget for the next fiscal year, the budget for the next fiscal year shall provide for an amount of income in excess of expenses that, when the excess income for that next fiscal year is added to the existing amount currently in the contingency reserve, the total amount in the contingency reserve will be at least equal to 25 percent of expenses provided in the budget for that next fiscal year.

PART IV – INTERNAL FINANCIAL PROCEDURES

Section 401. AUDITS AND REVIEWS

The Association shall have its financial accounts reviewed or audited at least every two (2) years by an independent accounting firm. This firm shall be approved by the Board prior to the audit. The results of all reviews and audits shall be provided to the Board and Presidents of the Association's affiliated organizations.

Section 402. FINANCIAL REPORTS

The Association office will create and report on a monthly basis current financial activity and send it to the following:

1. President
2. Treasurer
3. Program chairs as appropriate

The Association office will create and report on a quarterly basis current financial activity and have these reports available upon request to the Presidents of Affiliated Clubs. Financial reports shall be available to the Board with the agenda of each regular Board of Directors meeting and the Annual General Meeting.

Section 403. TAXES AND OTHER GOVERNMENTAL REPORTS

All individuals providing a service which is compensated by the Association shall provide name, address, and social security number or EIN to the Association office for the purpose of the Association's filing required IRS forms (ie. 1099). Tax forms and other governmental reports will be prepared by the Association office or an outside professional accountant as approved by the Board.

Section 404. FAILURE TO FOLLOW FINANCIAL PROCEDURES

In the event any member, officer, committee member, employee or any other person of the Association fails to comply with these policies, the President and Treasurer shall be notified. The non-compliant person shall be notified in writing by the Association office and shall be requested to comply by a reasonable date. If the non-compliant person fails to comply within the time period specified, the non-compliant person shall automatically be considered in bad standing, removed from the appointive office or have the employment relationship or contract terminated, and be prohibited from participating in any Association activity.

PART V – RECEIPTS OF THE ASSOCIATION

(FUNDS RECEIVED AT THE ASSOCIATION OFFICE)

Section 501.

An Association office employee as designated by the Executive Director shall open all mail and stamp any checks or other financial receipts for deposit.

Section 502. COPYING RECEIPTS

All checks and other financial receipts shall be copied, and all cash received shall be logged by the Association's designated office employee. Copies of checks and other financial receipts along with any supporting documentation shall be placed in a specified file.

Section 503. PROCESSING THE RECEIPTS

All checks, financial receipts, and cash shall be entered into the Association's accounting system by an Association office employee or outside Professional Accountant as approved by the Board and then secured in a locked file cabinet.

Section 504. DEPOSITS

Periodically the designated Association office employee or Executive Director shall complete a deposit slip and provide the deposit slip and the receipts to the other for deposit into the Association's account. The deposit slip shall be attached to the financial receipts making up the deposit. All deposits will be accompanied by a detailed allocation of the deposited funds to allow cost/income accounting. The deposit documentation will be reviewed and authorized by the Executive Director. Unless special arrangements are made with the Association Treasurer and Executive Director, all receipts will be deposited within three working days of being received by the office.

(FUNDS RECEIVED AT ASSOCIATION ACTIVITIES)

Section 505.

Any cash received shall be documented by voucher which will indicate who made the payment and the account that the funds should be credited to for proper allocation. Duplicate receipts will be used to maintain a record of funds received. Receipts from any activity will be transferred to the Association office within three

(3) working days of the event. Cash receipts shall be deposited into an Association account as soon as possible and in all cases within three (3) working days of being received. If cash funds are deposited into an activity checking account for safety reasons, a transfer check accompanied by the appropriate documentation shall be issued to the Association office within three (3) days.

PART VI – DISBURSEMENTS OF THE ASSOCIATION

Section 601. DOCUMENTATION REQUIRED

Disbursements shall be paid only as a result of documentation supporting the expense. Such documentation may include the Association Expense Reimbursement Form with proper attachments, invoices, and other written billing.

Section 602. ACCOUNT DISBURSEMENTS

The Association office staff, under the supervision of the Executive Director, shall process and handle the payment of all expenses of the Association. Expenses shall be paid by check from the Association's operating account.

Section 603. ATTACHMENTS

Association checks will be sent, as required by these policies, to the second required signatory with attached expense documentation.

Section 604. CHARITABLE SUPPORT PROGRAM

MSYSA may award charitable support to soccer related programs or other charitable needs related to soccer. Donation requests that meet our guidelines may be denied based on funding/product availability. MSYSA does not provide donations to individuals.

Eligibility requirements:

1. Organization must be IRS approved tax-exempt status at the time of application;
2. Organizations must provide programming in Maryland;
3. Applicant must offer soccer-specific programming;
4. All donation requests must be submitted at least 30 days prior to the date needed.

MSYSA Charitable Donation Request Form is attached in the Appendix.

PART VII – CREDIT CARDS

Section 701. ISSUANCE OF CREDIT CARDS

1. Credit cards shall be issued as provided in this part. The Board of Directors and/or the Executive Director will determine the company or companies that are to issue the credit cards for MSYSA.
2. On request, credit cards shall be issued to the President, Vice President, Treasurer, and Executive Director
3. A request for a credit card for an individual other than those specified in subsection (b) shall be made to the Treasurer and Executive Director. They will submit its recommendation to the Board about issuing a credit card to that individual. The card will be issued to the individual on approval by the Board.

Section 702. ACCEPTABLE TRANSACTIONS

1. Only valid MSYSA expenditures may be made with a MSYSA credit card.
2. Personal charges are prohibited except as provided by subsection 3 of this section.
3. Every attempt should be made to clear personal charges from hotel bills before settling the account with a MSYSA credit card. If a personal charge is included on a hotel bill and is not cleared, a check reimbursing MSYSA must be provided with the hotel receipt.

Section 703. RECEIPTS

1. Each card holder shall be responsible for providing a receipt for each charge made on the card holder's credit card.
2. A receipt for a charge must be mailed or otherwise provided to the State Office within one week after the end of the event for which the charge was made. A detailed explanation of the charge is to be noted on or with each receipt. Names may be listed on receipts for expenses incurred by anyone other than the card holder.
3. In the case of a lost receipt, a detailed explanation of the charge must be provided and match the explanation on the credit card statement from the issuing credit card company.

Section 704. REPORTING

Each card holder shall be responsible for providing a signed and properly completed Association Expense Report Form with attached receipts to the Association office within 30 days of the incurred expenses. Any charged expense which relates to someone other than the cardholder such as meals, or other items for another person/entity shall include the full name(s) of all such other person(s)/entity(ies), the business purpose, the item(s) purchased, and the amount of the purchase(s). The only exceptions pertaining to submission are as follows:

1. Air travel made and charged with the approved Association travel agency
2. Lodging and meeting space which is master billed to the Association

Section 705. CREDIT CARD BILLING

When a credit card bill arrives, the Association office will send each person who has not already submitted an Association Expense Reporting form, a memo with a blank form and a copy of the credit card statement pertaining to the person's charges. The memo will request submission of the information substantiating the expenditure, the properly completed form and proper supporting information attached and returned within five (5) days.

Section 706. PAYMENTS

1. The billing address for all credit card statements will be the State Office.
2. The accounting clerk will reconcile the statement of each card holder against the receipts provided by the card holder. Any missing receipts will be requested from the card holder.
3. The Executive Director will review the reconciled statement.
4. Statements will be paid in full unless there is a disputed charge for which the credit card company has been contacted.

Section 707. CANCELLATIONS

1. A lost or stolen credit card must be immediately reported by the card holder to the State Office. The State Office shall cancel the card.

2. The credit card of a card holder must be returned to the State Office by the card holder when the individual no longer holds their office or position.

Section 708. FAILURE TO PROVIDE PROPER DOCUMENTATION

If the proper documentation is not received within the specified time period, a letter will be sent to the non-reporting person advising the person that if submission is not received within seven (7) days, the Association credit cards issued to the delinquent will be subject to cancellation. If the proper documentation is still not received within the specified time period the Association office, after notifying the Treasurer and the President, will cancel the non-submitting person's credit cards. The Board will be informed of any non-reporting letters or cancellations at the next scheduled Board meeting.

Section 709. VIOLATIONS

1. The accounting clerk will notify the Executive Director of any situations that arise in obtaining receipts or other information from a credit card holder.
2. The Executive Director will notify the Treasurer or the President if the Treasurer is the card holder involved, if requested receipts and information are not provided or if a card holder is habitually late in providing receipts and information to the State Office.
3. The Executive Director will notify the Treasurer or the President if the Treasurer is unavailable or the Treasurer if the credit card holder involved, of any charges the accounting clerk believes may be inappropriate.

Section 710. NON-AUTHORIZED CHARGES

Charges that do not conform to the Association's policies or personal charges on an Association credit card are prohibited. After being properly reviewed and upon approval of the Board, charges of this nature shall result in the Association seeking reimbursement for the non-authorized charges and may result in the Association canceling the person's credit cards, and separation from the Association.

PART VIII – EXPENSE REIMBURSEMENTS AND ADVANCES

Section 801. PURPOSE OF THIS POLICY

It is expected that the Board of Directors, Committee Chairs, volunteers, and employees of the Association will from time to time, incur expenses on behalf of the Association. The Association's volunteers and employees should be in no way be penalized nor should they profit by adhering to stated Association financial policies. The purpose of this part is to present standard procedures by which persons carrying out MSYSA responsibilities may recover funds properly expended in conducting MSYSA business.

Section 802. RESPONSIBILITIES

Anyone with expense reimbursement approval authority must be fully cognizant that their signature on an expense report indicates conformity to stated Association policy, that legitimate and necessary expenses have been incurred, and that all items on the expense report are properly reimbursable to the person submitting the report. Both the person submitting the report and the person granting approval have equal responsibility for its correctness and to ensure that all expenditures are consistent with Association policies and budgetary restraints.

Section 803. AUTHORIZED REIMBURSEMENT EXPENSES

MSYSA will reimburse the following expenses incurred in conducting MSYSA business:

1. Cost of meals and tips: MSYSA will provide a \$85 per diem allowance while on overnight travel for MSYSA business. MSYSA will not reimburse meals that are covered by events or paid by others. It is the traveler's responsibility to deduct meals provided as follows: \$20 Breakfast, \$25 Lunch, and \$40 Dinner. It is recognized that the \$85 limit for travel conferences, workshops, or other special situations may not be adequate. A traveler may request that the \$85 limit be waived and that they be paid for actual expenses that are reasonable or customary. The President or Treasurer must approve the waiver request before actual expenses can be reimbursed. MSYSA will not provide per diem in advance unless specifically requested.
2. Mileage for a personally driven motor vehicle: An individual may drive a personal motor vehicle. Reimbursement for mileage is at the government reimbursement rate at the time of travel. Reimbursement will not be approved for mileage less than a 30-mile radius from home. Mileage reimbursement for out-of-state travel will be limited to the lowest rate of economy class airfare to the destination.
3. Rental of motor vehicles: A motor vehicle may be rented only with the prior approval of the individual having responsibility for the budget against which the motor vehicle rental is to be charged. The use of rental vehicles is encouraged when the cost of a rental vehicle is less than the cost of mileage or other means of transportation (ex: airport limousines, taxis, etc.). The individual renting the vehicle should request an economy sized car, except when 3 or more members are traveling together. Itemized rental receipts along with actual payment receipts are required.
4. Reasonable accommodations: Reasonable accommodations will be paid for approved travel.
5. Telephone calls: Only telephone calls associated with MSYSA business are reimbursable.
6. Airline travel: All airline travel will be "coach" class. Reservations should be made in a timely manner to take advantage of early booking discounts.
7. International Travel/Expense Reimbursement: MSYSA will provide a travel stipend payable in advance for coaches assigned to teams while on overnight international travel for MSYSA business. The International Travel stipend shall be determined by the Technical Director when setting the Player Development Budget annually with approval from the Executive Board. Additionally, MSYSA will provide in advance \$200 for the \$45 per diem allowance while on overnight travel for MSYSA business for coaches and Board Members. MSYSA will not reimburse meals that are covered by events or paid for others. It is the traveler's responsibility to deduct meals provided as follows: \$10 Breakfast, \$15 Lunch, and \$20 Dinner. It is recognized that certain meals provided in the travel packages may require a supplemental meal cost in which it is the traveler's discretion whether to claim the deduction. Travelers shall submit the MSYSA Expense Reimbursement Form reconciling the amount due to traveler or reimbursing MSYSA for the amount over advanced.

Section 804. REIMBURSEMENT PROCEDURES

1. To be reimbursed, a copy of the Reimbursement Request Form must be used by anyone requesting reimbursement. There is only one form for reimbursement of both travel and non-travel expenses. All information requested on the form is required (A copy of the form is included as an Appendix).
2. The State Office must receive a completed form within 30 days of incurring the expenses for which reimbursement is sought. The bookkeeper will be the initial official to ensure all information needed is received.
3. A completed form with original receipts attached should be mailed or otherwise provided directly to the State Office. An incomplete or improperly completed form may cause a delay in processing and may cause the request to be returned to the maker. Faxed or photocopied receipts are not acceptable.

4. Expenses must be for a person or persons who are eligible for reimbursement from MSYSA and have not been submitted on any other Reimbursement Request form.
5. The State Office will review each form for completeness and accuracy and will forward the reviewed form, without supporting documentation, to the proper approving authority. Copies of receipts will be available to an approving authority on request. Only a form that is complete and complies with the policy of this part will be forwarded for approval.
6. The proper approving authority of a form is the individual having responsibility for the budget against which the reimbursed amount is to be charged, except that:
 - a. On receiving proper approval of a form, the form will be entered into the payables system and a check cut with the next check run.
 - b. All payments for reimbursable expenses will be paid by the State Office only by check. No payments may be made from cash funds at any event, program, or activity.
7. Requests that have been denied will be returned to the maker.

Section 805. CASH ADVANCES

Any rebate, adjustment, or expense advance received by a person submitting an expense reimbursement request shall be deducted from expenses claimed. Funds received after submission of a Reimbursement Expense Form shall be returned to the Association office along with a corrected copy of the original Income and Expense form.

Section 806. TIME PERIOD

Unless otherwise arranged or as stated below, expense reports shall not cover periods of time greater than one month. Income and Expense forms shall be submitted to the Association office within 30 days of the expense, and include the date, signatures of all parties, and attached receipts and/or invoices. Any reports not submitted within 30 days of the end of the Association's fiscal year shall not be reimbursed, unless specifically approved by the Board.

Section 807. EXCEPTIONS

In rare instances, the Treasurer and/or Executive Director may authorize exceptions to this part. A request for an exception shall come from the person requesting the reimbursement and the individual chairing the event program, or activity involved in the requested exception.

PART IX-CONTRACTS

Section 901. GENERAL REQUIREMENT

1. Unless otherwise provided, a contract for \$3,000.00 or more may be made for MSYSA only if the person having the authority to make the contract for MSYSA solicits at least three (3) bids for the proposed contract. Any such contract shall be awarded based on the most responsive and responsible bid, and all bids may be rejected. If all bids are rejected, then the proposed contract must be re-bid, or the Board of Directors may waive the bidding requirement for the proposed contract.
2. Unless otherwise provided, every contract subject to subsection (a) of this section shall be approved by the Board of Director. Each such contract shall be:
 - a. reviewed by the Executive Director prior to signing; and
 - b. signed by the President or the Executive Director if approved by the President.
3. This section does not apply to routine administrative expenses.

Section 902. CONTRACT COPIES AND FILE

The original of each written contract shall be provided to the Executive Director. The Executive Director is responsible for maintaining a file on all such contracts provided.

PART X-CONFLICTS OF INTEREST

Section 1001. PERSONS TO WHOM THIS PART APPLIES

This part applies to persons that are directors, officers, committee members, volunteers, staff, and agents carrying out activities of MSYSA. Those persons owe a fiduciary duty of care, loyalty, and obedience to MSYSA in carrying out those activities. That fiduciary duty includes (1) resolving conflicts of interest in which the allegiance of the person might be split between the individual's MSYSA position or responsibility and any other professional, business, personal or volunteer position or responsibility that person may have, and (2) maintaining confidentiality of information.

Section 1002. EXPLAINING CONFLICT OF INTEREST

1. A person has a "conflict of interest" when the person, either directly or indirectly, has any other professional, business, volunteer, or personal interest or responsibility outside MSYSA that might predispose or bias how that person would participate in the disposition of an issue or an opportunity for MSYSA.
2. That conflict may be either of the following:
 - a. a "financial or business" conflict of interest, meaning that either the person personally, the person's relative(s), or the person's employer or business(es) are, or own any part of, an entity with which MSYSA has or is considering making a transaction or arrangement, including a contract, business arrangement, or compensation (e.g., selling goods or services to MSYSA; decisions on coaches or referees salaries if the person is a coach or referee).
 - b. a "personal or other loyalty" conflict of interest is one that involves power and influence, meaning that the person personally, the person's relative(s), or the person's employer or business(es) have a relationship with another entity upon which MSYSA may confer a benefit or impose a penalty.

Section 1003. DUTY TO DISCLOSE

1. Each person to whom this part applies must submit each year a completed *Conflict of Interest Disclosure Statement* form (See the appendices to this policy for a copy of the form). A copy of the form will be provided to the person at the beginning of each fiscal year. **Any and every potential or actual conflict of interest** (i.e., listing the person's team, club, league, business, and any other soccer-related affiliations) that the person can think of must be disclosed on the form. The completed form is submitted to the Executive Director with a copy to the Secretary, if the Secretary so requests.
2. In addition, each such person must fully disclose during any meeting (or to the MSYSA Secretary if in between meetings) any other conflict of interest that arises during the year.
3. Each year, copies of all completed forms shall be distributed to the Board of Directors, but the forms shall otherwise be treated as confidential.

Section 1004. PROCEDURES FOR FINANCIAL AND BUSINESS CONFLICTS

If a person to whom this part applies has a "financial or business" conflict of interest, the following procedures apply:

1. The person having the conflict must again disclose that conflict and all material facts to the Board of Directors, committee, or other person that is considering making the proposed transaction or arrangement.
2. After disclosing the conflict and all material facts, the person having the conflict may be asked to respond to pertinent questions from the Board, committee, or other person that is to make the proposed transaction or arrangement, for information to protect MSYSA. If the disclosure is made in advance, the agenda should reflect that the Board, committee, or other person will be discussing the conflict. The conflict should, if feasible within time constraints, be publicized to the membership (e.g., as part of the mailing of minutes or an agenda).
3. The person having the conflict shall leave the meeting while the Board, committee, or other person determines by majority vote how much of the discussion of the proposed transaction or arrangement the person having the conflict can participate in and discuss the proposed transaction or arrangement.
4. The person having the conflict is allowed to participate in the discussion to the extent the Board, committee, or other person determines.
5. The Board, committee, or other person considering the transaction or arrangement shall record in minutes of the meeting the disclosure and handling of the conflict.
6. The chair of the Board, committee, or other person shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement, if applicable.
7. After exercising due diligence, the Board, committees, or other person shall determine whether MSYSA can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
8. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Board, committee, or other person making the transaction or arrangement shall determine by a majority vote whether the transaction or arrangement is in MSYSA's best interest and for its own benefit and whether the transaction or arrangement is fair and reasonable to MSYSA and shall make its decision about whether to enter into the transaction or arrangement in conformity with that determination.
9. **The person having a conflict of interest may actually provide MSYSA with a more advantageous arrangement that a person not having a conflict** (e.g., providing services at a lower price or no commission). In that case, the transaction or arrangement should be made despite the conflict.
10. The person having the conflict is prohibited from voting and from receiving any confidential information about how the other persons deliberated or voted.

Section 1005. PROCEDURES FOR PERSONAL AND OTHER LOYALTY CONFLICTS

1. If a person to whom this part applies has a "personal or other loyalty" conflict of interest, the following procedures apply.
 - a. The person having the conflict is responsible for ensuring that the conflict is disclosed on the *Conflict of Interest Disclosure Statement* form and must re-disclose the conflict when it arises to the Board of Directors, committee, or other person considering making a proposed transaction or arrangement.
 - b. The person having the conflict must also immediately announce the conflict to the Board, committee, or other person making the transaction or arrangement IF THE MATTER BEING CONSIDERED WOULD AFFECT THE CLUB, TEAM, LEAGUE, RELATIVE, EMPLOYER, BUSINESS, OR POSITION OF THE PERSON HAVING THE CONFLICT DIFFERENTLY FROM ALL OTHERS. For example, someone whose team is being considered for either a privilege (a financial allocation) or penalty

- must re-announce that person's conflict. (See the list of examples of personal and other loyalty conflicts of interest contained in subsection (b) for further guidance).
- c. After disclosing the conflict and all material facts, the person having the conflict may be asked to respond to pertinent questions from the Board, committee, or other person that is to make the proposed transaction or arrangement, for information to protect MSYSA. If the disclosure is made in advance, the agenda should reflect that the Board, committee, or other person will be discussing the conflict.
 - d. The person having the conflict shall leave the meeting while the Board, committee, or other person determines by majority vote how much of the discussion of the proposed transaction or arrangement the person having the conflict can participate in and discuss the proposed transaction or arrangement.
 - e. The person having the conflict is allowed to participate in the discussion to the extent the Board, committee, or other person determines.
 - f. The Board, committee, or other person considering the transaction or arrangement records in the minutes of the meeting the disclosure and handling of the conflict.
 - g. The person having the conflict is prohibited from voting and from receiving any confidential information about how the other persons deliberated or voted.
 - h. Ongoing conflicts (e.g., setting up a rival state-wide soccer league) may require resignation from the conflicted position.
2. Following are examples of a matter affecting a person's club, team, league, relative, employer, business, or position differently from all others:
 - a. if the soccer club or league of the person having the conflict did not pay its player fees, and the Board of Directors is considering whether to put that club or league in bad standing.
 - b. if the spouse of that person is the officer of a club or league that is being considered for a penalty or benefit.
 - c. if a son or daughter of the person is being considered for employment by the Board.
 - d. if there is an adjudication that affects only that person's club, team, league, or program.
 - e. if that person was involved in the decision being appealed from below.
 - f. if that person receives a benefit (e.g., complimentary tickets) because of that status and fails to allocate it as much as possible in a manner that advances the interests of MSYSA, unless the Board has granted that person the flexibility to distribute or use them as that person wishes.
 - g. if that person votes to give MSYSA contract to a company that the company of that person uses and could benefit directly or indirectly from the contract.
 - h. if there is a Board decision to grant that person's club a tournament, a cup event, or award.
 3. A matter **does not** affect club, team, league, relative, employer, or business of a person having such a conflict differently from all others-
 - a. if that person or that person's spouse is employed at the local level and serving on the board voluntarily, unless the issue concerns compensation of the person.
 - b. if that person is a referee and serves on the Adjudication Committee for referee matters (unless of course the case concerns that person).
 - c. if someone whom that person supervises (or is senior to) at the club or league level supervises (or is senior to) that person at the MSYSA level.
 - d. if that person is on the Board and the Board is considering whether to locate or subsidize fields in one area under the jurisdiction of MSYSA versus another area.
 - e. simply because that person may have 2 positions at one or more local levels (e.g., are a league president and represent a district's travel players).

- f. if the child of that person is in a program, club, or league and the vote is on a matter that affects more than one club or league in the same way.
- g. if that person and that person's spouse are employed by MSYSA, as long as neither directly supervises or determines the compensation and work terms of the other.

Section 1006. VIOLATIONS

1. If the Board of Directors, a committee, or a person considering making a transaction or arrangement has reasonable cause to believe that a person to whom this part applies has failed to disclose actual or possible conflicts of interest in a particular situation, he/she shall inform that person of the basis for that belief and afford the person having a possible conflict an opportunity to explain the alleged failure to disclose.
2. If, after hearing the response of the person having the possible conflict and making further investigation that may be warranted in the circumstances, the Board, committee, or person making the transaction or arrangement determines that the person having the possible conflict has deliberate it shall be forwarded to the Board for further action.

Section 1007. APPARENT CONFLICTS

An "*apparent conflict of interest*" is not a conflict of interest. It is merely the appearance of a conflict, without being one (e.g., a director's son or daughter becoming a coach, referee, or club or league president without any action by the Board). Persons subject to this part are encouraged, advised, and requested to disclose any apparent conflict and either forego participation in the voting, or if a quorum is needed, then vote to "abstain" on the issue. This protects the MSYSA membership's opinion and view of the integrity and reliability of the operations of MSYSA.

Section 1008. RECORDS OF PROCEEDINGS RELATED TO CONFLICTS

The minutes of the Board of Directors, all committees, and all persons considering making transactions and arrangements shall contain:

1. the names of the persons who disclosed or otherwise were found to have a conflict of interest with respect to any matter before the Board, committee, or other person considering making the transaction or arrangement, the nature of the conflict, and the decision made about handling the conflict; and
2. the names of the persons who were present (and absent, i.e., the person having the conflict) for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the conflict and the making of the transaction or arrangement.

Section 1009. CONFIDENTIALITY

Each person to whom this part applies must submit each year a completed *Confidentiality Statement* form. (See the appendices to this policy for a copy of the form). A copy of the form will be provided to that person at the beginning of each fiscal year. The completed form is submitted to the Executive Director with a copy to the Secretary, if the Secretary so requests.

Appendix I – Donation Request Form

Organization Name: _____ Type: _____

Tax ID: _____ Website: _____

Contact Name: _____ Phone: _____ Email: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Provide a brief description/summary of your organization and your organization's mission:

Briefly describe your donation request:

Attach the following to this form for submission:

1. Proof of tax-exempt status
2. Completed IRS Form W9

Appendix II – MSYSA Reimbursement Form

All expenditures are to be pre-approved before being incurred.

Name: _____ Position: _____
 Event/Program: _____ Signature: _____

Day/Date	Personal Auto		Lodging	Meals	Tolls & Parking	Taxi, Limo, Shuttle	Airfare & auto rental	Other		Total
	Miles	Amount (.545/mi)						Explanation	Amount	
Monday				B						
				L						
				D						
Tuesday				B						
				L						
				D						
Wednesday				B						
				L						
				D						
Thursday				B						
				L						
				D						
Friday				B						
				L						
				D						
Saturday				B						
				L						
				D						
Sunday				B						
				L						
				D						
Total				B						
				L						
				D						

Grand total: _____

Approved by: _____ Date: ____/____/____

Appendix III – MSYSA Confidentiality Policy and Agreement

As a director, officer, volunteer, staff member, or independent contractor of Maryland State Youth Soccer Association (MSYSA), I understand that I may receive confidential or inside information from time to time on present or proposed policies, programs, activities, or transactions of MSYSA or of any confidential information about it, that may jeopardize the success of the endeavor and/or harm or disadvantage MSYSA.

I recognize my fiduciary obligation to act in the best interest of MSYSA, and I agree not to disclose or use confidential and inside information that I receive or obtain about MSYSA in my capacity as a director, officer, volunteer, staff member, or independent contractor of MSYSA.

Legal Name (print): _____

Title/Office/Position: _____

Signature: _____

Date: ____/____/____

Conflict of Interest Disclosure Statement

I. Financial or Business Conflicts

Fill in Section A or check Section B.

- A. Below are my actual or potential “financial or business” conflicts or interests, in which either I personally, my relative(s), or my employer or business(es) own any part of any entity with which MSYSA has or is considering a contract, business arrangement, or compensation (ex. Selling goods/services to MSYSA).

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

- B. _____ I know of no actual or potential “financial or business” interests that have that might give rise to conflicts of interest with MSYSA.

II. Personal or Other Loyalty Conflicts

Fill in Section C or check Section D.

- C. Following are my actual or potential “personal or other loyalty conflicts of interest concerning power and influence, in which either I personally, my relative(s), or my employer or business(es) have a relationship with another entity upon which MSYSA may confer a benefit or levy a punishment.

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

- D. _____ I know of no actual or potential “personal or other loyalty” interests that I have that might give rise to conflicts of interest with MSYSA.

Signature: _____ Date: ____/____/____