



FINANCIAL POLICY

PART I. PURPOSE AND DEFINITIONS

Section 101. Purpose

It is the purpose of this policy to provide consistent conduct and the application of proper internal controls to safeguard the assets of US Youth Soccer while performing the duties and obligations as described in its bylaws, policies, procedures, and rules. To this end, all funds raised and dispersed must be managed in such a way that the tax-exempt status enjoyed by US Youth Soccer will not be endangered. The provisions of this policy are included so that US Youth Soccer will conform with current Internal Revenue Service and Federal Government Regulations and other applicable law.

Section 102. Definitions

(a) The definitions of Bylaw 109 of US Youth Soccer apply to this policy and include the following:

(1) “**Board of Directors**” means the Board of Directors of US Youth Soccer established under Bylaw 411 and may be used interchangeably with the term Board.

(2) “**Federation**” means the United States Soccer Federation, Inc.

(3) “**Region**” means one of the regions established under Bylaw 322.

(4) “**Regional Director**” means one of the members of the Board established under Bylaw 401.

(5) “**National Council**” means the National Council of US Youth Soccer as provided under Bylaw 311.

(6) “**State Association**” means the administration body within a territory determined by the National Council to carry out US Youth Soccer’s programs for youth players, as enumerated in Bylaw 322.

(7) “**US Youth Soccer**” means the United States Youth Soccer Association, Inc.

(b) Additional definitions apply to this policy as follows:

(1) “**Budget Account**” means a specific event, program, or activity with a corresponding amount in the budget. There may be several subaccounts within a budget account of the budget.

(2) “**Applicable law**” means the laws that govern a nonprofit organization incorporated in the State of Tennessee and registered to transact business in the State of Texas as a foreign corporation or in any other State where US Youth Soccer may have offices or conducts activities.

(3) “**Committee**” means a standing committee established under Bylaw 501 or special committee established under Bylaw 502. A special committee includes any committee, except a standing committee, regardless of the name given the committee, such as select committee, ad hoc committee, or task force.

(4) “**Electronic banking**” means any transfer of funds through an exchange of electronic signals over a network connecting financial institutions, rather than the exchange of cash, paper checks, etc.

(5) “**Event**” means the Workshop, an event of the National Championship Series, an event of the National League, an event of the National Presidents Cup, the American Cup, or

other events of a similar nature. It is not a committee, office, or officer of the US Youth Soccer.

(6) “**Financial reports**” means the consolidated or combined statements of US Youth Soccer.

(7) “**Form**” means a recognized method and means of reporting financial transactions whether in writing, electronic, or otherwise.

(8) “**Generally accepted accounting principles (GAAP)**” means a collection of rules and procedures and conventions that define accepted accounting practice and may include broad guidelines as well as detailed procedures.

(9) “**Guest**” means a person or persons who may be invited by US Youth Soccer to participate in an event or program at US Youth Soccer’s expense.

(10) “**Imprinted signature**” means the electronic or stamped signature used for the purpose of creating a financial instrument.

(11) “**Investment**” means an asset or item that is purchased with the desire that it will generate income or appreciate.

(12) “**Investment Committee**” means the Investment Committee as provided by section 301(c)(3) of this policy.

(13) “**National office**” means the principal office of US Youth Soccer as established by the Board of Directors.

(14) “**Program**” means the operations of a committee or office.

(15) “**Regional office**” means the office or offices of a region, as established by the Region and approved by the Board of Directors.

(16) “**Regional Officer**” means the individuals established in Bylaw 401, Section 2.

(17) “**Treasurer**” means the position established in Bylaw 401, Section 1.

PART II. TAX STATUS AND FINANCIAL REGULATION

Section 201. Federal Tax Status

(a) US Youth Soccer has been granted Section 501(c)(3) non-profit, tax exempt status by the Internal Revenue Service of the United States Government. Contributions and gifts to US Youth Soccer are tax deductible to the extent applicable under current law. Like all others granted such status, US Youth Soccer must file an annual information return with the IRS. Failure to file a return can lead to reclassification as a private foundation. This can lead to severe tax problems for US Youth Soccer as well as possible fines.

(b) US Youth Soccer, having paid employees, must file wage reporting documents just as any business might. Failure to collect and pay social security and income tax withholding could subject US Youth Soccer to penalties and interest. Failure to properly handle wage taxes can lead to personal liability for US Youth Soccer directors, officers, and administrators for payments due the Internal Revenue Service.

(c) US Youth Soccer must also report payments to individuals who are independent contractors working on behalf of the organization if payments exceed \$600.00 per year. This includes any individuals (except employees) compensated in any form, including being compensated on an independent contract basis.

(d) The US Youth Soccer Section 501(c)(3) exemption is not an umbrella for other independent and separately incorporated soccer associations. Each must apply for its own exemption.

(e) The Board of Directors shall have the opportunity to review the IRS 990 filing before it is submitted and shall answer affirmatively to the included questions regarding written conflict of interest, whistleblower, and document retention and destruction policies.

Section 202. State Tax Status and Sales Tax

(a) US Youth Soccer is exempt from payment of sales tax in Texas and numerous other states.

(b) Special exemptions for events can be obtained on a case-by-case basis in some states.

(c) Exemption can be granted in some states based on US Youth Soccer's tax status while each state differs in its approach.

(d) The US Youth Soccer sales tax exemption cannot be used by any other organization.

(e) US Youth Soccer is required to collect sales tax on merchandise sales made in Texas.

(f) A tax report is filed with the Tennessee Department of Revenue by the national office as required by the State of Tennessee Nonprofit Corporation Act.

PART III. FINANCIAL REQUIREMENTS AND PROCEDURES

Section 301. Management and Control

(a) Responsibility for All Accounts. The Board of Directors is responsible for all accounts and exercising all corporate powers in managing the affairs of US Youth Soccer as required by applicable law.

(b) Financial Performance Information. The President, Treasurer, Executive Director, and the Director of Accounting and Finance shall be in regular contact concerning the financial performance of US Youth Soccer.

(c) General Requirements of All Financial Accounts. All revenue shall be deposited into, and all expenses shall be paid by checks drawn against, the following financial accounts (except that expenses may be paid out of the petty cash account by check or cash):

(1) Types of Financial Accounts. US Youth Soccer shall have the following financial accounts, as approved by the Board of Directors:

- (A) operating accounts which are exempted from being interest bearing;
- (B) money market accounts, which shall be interest bearing;
- (C) investment accounts as recommended by the Investment Committee (as provided by paragraph (3) of this subsection); and
- (D) a petty cash account for the national office which may not have a balance of more than \$1,000 at any time and shall be supervised by the Executive Director.

(2) Funds from the money market account may only be disbursed to the operating or investment accounts of US Youth Soccer.

(3) Investment Accounts. US Youth Soccer shall have an Investment Committee to recommend how to invest available funds of US Youth Soccer. The Committee shall be composed of the Treasurer as Chairman of the Committee, the President, and any other member of the Board of Directors as determined by the President.

(A) The Board of Directors shall vote on parameters for the investment by the Investment Committee regarding the nature and amount of investments.

(B) The Investment Committee shall make its recommendations to the Board for the investment of funds as follows (listed in the order of priority):

- (i) security;
- (ii) liquidity; and
- (iii) rate of return.

(4) Audit. All financial accounts are subject to audit at any time to ensure compliance with this policy and generally accepted accounting principles (GAAP) as required by applicable laws. Accounts shall be audited as provided by section 304 of this policy.

(5) Location of Financial Accounts. All financial accounts of US Youth Soccer shall be

maintained by the national office. Operating accounts shall be placed in institutions insured by the FDIC, another federally insured institution, or is otherwise properly insured. The manager of each account shall be mindful that the account should not exceed the maximum amount which is insured.

(6) Name of Financial Accounts. All financial accounts, including but not limited to, those accounts managed by regions, regardless of title, are US Youth Soccer accounts and shall be in the name of US Youth Soccer.

(7) New Financial Accounts. Any new financial account shall be opened only with the approval of the Board of Directors. On opening an approved account, the national office shall be immediately provided with the following: the name of the new account, the name of the financial institution; the account number, the designated signatories on the account, and copies of the original documents opening the account. One of the designated signatories shall include the Treasurer.

(d) Receipts

(1) All income of US Youth Soccer shall be placed into appropriate US Youth Soccer financial accounts.

(2) Processing of Funds Received

(A) An employee shall be designated, whether in the national or a regional office, as the case may be, to open all mail, compile cash, and stamp any checks or other financial receipts, for deposit.

(B) The employee designated under clause (A) shall provide all cash, checks, and other financial receipts to a second designated employee or other designated individual. If any cash is received in a transaction, the cash shall be logged by this designated employee or other designated individual. This same employee or individual shall also make a copy of each check and other financial receipts and place those copies in a specified file and then shall provide all of the cash, checks, and other financial receipts to a third designated employee or other designated individual.

(C) The third designated employee or other individual shall process the cash, checks, and other financial receipts and place all of them in a reasonably secure place.

(D) As appropriate and in a timely manner, the third designated employee or other individual shall complete and provide a deposit slip and the cash, checks, and other financial receipts to a fourth designated employee or other designated individual who shall actually make the deposit into the appropriate US Youth Soccer financial account. The deposit slip shall be attached to the copy of the financial receipts making up the deposit.

(E) Funds received by electronic banking means shall be deposited into the appropriate US Youth Soccer financial account and shall be detailed on both the internal accounting software and the financial institution's monthly statement to US Youth Soccer.

(F) Any funds received by a region shall comply with the requirements of this

subsection.

(G) All funds collected by a region through programs and activities shall be used as approved by the Regional Councils.

(H) The Board may provide, at its sole discretion, a waiver to the requirement of subsections (A) through (F).

(e) Disbursements

(1) Disbursements shall be paid only as a result of documentation supporting the expense. That documentation shall include a written contract, invoices, receipts, a US Youth Soccer form with proper attachments, or any other document that reasonably verifies an expense made on behalf of US Youth Soccer.

(2) A copy of any contract containing a consideration in excess of \$750 in a single case or \$1,000 in any one fiscal year to a single vendor shall be immediately forwarded to the national office. No payment to carry out any such contract may be made until a copy of the contract is so provided.

(3) No disbursements shall be made which are not covered by an approved budget account as required by this policy or applicable law, except in the case of a reasonable emergency. The disbursement shall be made only if authorized by the person having authority for the budget account from which the expenditure is to be made.

(4) Any unauthorized disbursement shall be the obligation of the person who created the unauthorized expense.

(5) Employees, with the oversight of US Youth Soccer's signatories, shall process and handle the payment of all expenses of US Youth Soccer.

(6) Authorized expenses shall be paid by check or electronic banking means from an operating account.

(7) After disbursements are authorized, any necessary transfer of funds to cover the payments shall be made from a money market account into the operating account. The transfer shall be verified by another employee or other designated individual.

(f) National Expenses

(1) Each check or payment for national expenses shall be—

(A) made in accordance with subsection (e) of this section;

(B) written by the national office; and

(C) signed either with the imprinted signature or the manual original signature of any two of the following: the President, Treasurer, Executive Director, or the Director of Accounting and Finance except that the Executive Director and Director of Accounting and Finance may not both be signatories on the same check or payment.

(2) Prior to distributing any check or payment by imprinted signature, any of the two individuals listed in paragraph (1)(C) must review and approve the check register listing the checks for which imprinted signatures are to be used.

(3) Invoices and any other necessary materials to support the expense shall be provided upon request of those individuals listed in paragraph (1)(C) whose imprinted or manual signature is to be used.

(4) If an employee's salary payment is not disbursed through direct deposit to the employee's bank account and a check or checks are required, the checks shall contain two imprinted signatures if the payroll is administered by an independent third party, or original manual signatures of any two individuals listed in paragraph (1)(C).

(5) The only exception to paragraphs (1), (2), and (3) shall be for the petty cash account which requires only one electronic or manual signature for all checks less than \$1,000.

(g) Regional Expenses

(1) US Youth Soccer may maintain bank accounts within each region in order to carry out regional obligations.

(2) Each check or payment for regional expenses—

(A) shall be made in accordance with subsection (e) of this section;

(B) may be written by the national office or the regional office and shall be signed either with the imprinted signature or the manual original signature of any two of the following: Treasurer, Regional Director, Regional Deputy Directors, or Regional Treasurer or other designated individual for the region.

(3) Prior to distributing any check or payment by imprinted signature, any of the two individuals listed in paragraph (2)(B), as the case may be, must review and approve the check register listing the checks for which imprinted signatures are to be used.

(4) Invoices and any other necessary materials to support the expense shall be provided upon request of those individuals listed in paragraph (2)(B) whose imprinted or manual signature is to be used.

(h) All financial reports prepared for distribution and review by the membership shall be consistent in structure and detail for US Youth Soccer and each of its regions.

(i) Proposals for More Efficient and Effective Management and Control. The Treasurer, Board of Directors, or office staff may, from time to time, make proposals to amend this policy that provide for the more efficient and effective means regarding the management and control of the finances of US Youth Soccer. Any such proposal shall be presented to and approved by the Board of Directors prior to implementation.

Section 302. Fiscal Year Budget

(a) General Requirements

(1) For each fiscal year, the national office and the Treasurer will establish budget accounts and subaccounts as appropriate. The budget accounts shall be compiled into a list which shall comprise the budget each fiscal year for US Youth Soccer.

(2) US Youth Soccer shall prepare, consider, and adopt a fiscal year budget for each fiscal year as provided by Bylaw 601 and this section.

(3) Income that is contractually secured shall be included in the appropriate fiscal year budget.

(4) The final previous seasonal year player registration count shall be the basis for budgeting income from player registrations for the next fiscal year.

(5) The creation of the budget will be zero-based and all excess funds will be placed in the investment accounts.

(6) If a Region spends any amount in excess of funds provided by the national budget, that Region must pay the amount the national budget has been exceeded within 60 days after the end of the fiscal year.

(b) Initial Budget Preparation

(1) The first draft of the proposed US Youth Soccer budget for the next fiscal year shall be initially prepared by the national and regional offices based on direction from the national Treasurer on the national budget and the regional treasurers or Regional Councils on the regional budgets and the prior fiscal year budgeted amounts. The appropriate offices shall provide a reasonable deadline for the submission of proposed changes to this first draft. Any proposed change must contain the following:

- (A) the full, initial budget for each event, program, office, committee, subaccount, or individual;
- (B) the requested change;
- (C) the budget totals for each budget account and subaccount as modified; and
- (D) a detailed explanation and justification for each requested change.

(2) This first draft with proposed changes shall be compiled by the national and regional offices as the initial detailed budget. The regional offices shall then submit to the national office the initial detailed budget amounts that they have compiled for the regions by December 1. The national office shall compile all of the initial detailed budget amounts into a proposed budget for the next fiscal year.

(3) Any failure to submit proposed changes shall result in the initially prepared budget amount being the budgeted amount for the prior fiscal year.

(c) Budget Committee

(1) The national office shall present a complete proposed US Youth Soccer budget for the next fiscal year as provided by subsection (b) of this section, including any staff recommendations, to the Budget Committee no later than a date determined by the Treasurer.

(2) The Budget Committee shall review the proposed budget submitted to it by the national office under paragraph (1) of this subsection, including all proposed changes. After completion of its review, the Committee shall submit to the Board of Directors its proposed budget for the next fiscal year for US Youth Soccer at the next immediately scheduled Board of Directors meeting.

(d) Board of Directors

(1) The Board of Directors shall review the proposed budget submitted to it by the Budget Committee under subsection (c) of this section. On completion of its review, the Board shall approve the proposed US Youth Soccer budget for the next fiscal year for distribution and consideration as provided by Bylaws 311 and 312.

(2) The Board of Directors shall review the proposed budget submitted to it by the Regional Director as approved by the Regional Council under subsection (b) of this section.

(e) National Council

(1) The national office shall distribute copies of the proposed US Youth Soccer budget approved by the Board of Directors. Copies shall be distributed to each National Council delegate and to each State Association office as provided by Bylaw 312.

(2) An annual consolidated budget shall be prepared and the proposed national budget shall be presented to the National Council for its consideration, approval, and amendment in accordance with Bylaws 311 and 312.

(f) Regional Council

The proposed budget shall be presented to the Regional Council for its consideration, approval, and amendment in accordance with Bylaw 403, Section 6(4) and (5).

(g) Budget Amendments

(1) After the budget has been approved by the National or Regional Council, any changes must be made through the amendment procedure provided by this subsection. A proposed change shall be submitted on a form provided by the appropriate national or regional office.

(2) The procedure to request a budget amendment shall be as follows:

(A) the original approved budget account and subaccount, if any, approved by the National Council or the Regional Council or as last amended;

- (B) the requested change;
- (C) the budget totals for each budget account and subaccount, if any, as modified;
- (D) a detailed explanation and justification for each requested change;
- (E) a statement identifying the source of funds to fulfill the requested increase;
- (F) the amendment is to be submitted by the appropriate office at least 30 days prior to a Board of Directors meeting; and
- (G) upon receipt, the appropriate national or regional office shall submit the amendment to the Chair of the Budget Committee or as designated by the appropriate Regional Council for regional amendments, which shall not be the Regional Director.

(3) After consideration by the Budget Committee or the Regional Council or its designee, the Committee or the Regional Council or its designee shall provide to the Board of Directors its recommendations on each budget amendment with a copy to the national office before the next Board of Directors meeting.

(4) Upon the receipt of the proposed budget amendment and recommendation from the Budget Committee or the Regional Council or its designee, the Treasurer shall present any proposed budget amendment to the Board of Directors which shall consider the amendment at its next scheduled meeting. In the event that urgency is required, the amendment may be considered in accordance with applicable law.

(5) Funds allocated for specific Olympic Development events may not be reallocated without a budget amendment.

(6) The appropriate office shall provide copies of the approved amendment to all members previously provided the original budget.

(h) All individuals and groups are accountable for operating within the approved budgets and are responsible to the extent of the law for any unauthorized expenditures or expenditures over the approved budgeted amount.

Section 303. Records and Reporting

(a) Financial Records

All books, records, and accounts of US Youth Soccer will be maintained by the national office staff under the supervision of the Executive Director as required by applicable law.

(b) Chart of Accounts

The Chart of Accounts will be maintained by the national office staff under the supervision of the Director of Accounting and Finance. Any proposed change to the Chart of Accounts must be presented to the Director of Accounting and Finance, and approved by the Treasurer.

(c) Reporting

(1) The national office will create a report, on a monthly basis, detailing current financial

activities in comparison to the various US Youth Soccer budget accounts, budgeted amounts, and assets and liabilities, and submit each of the reports to the following:

- (A) the Board of Directors;
- (B) Members of the Budget Committee;
- (C) committee chairs; and
- (D) the State Association Presidents.

(2) Financial reports of US Youth Soccer shall also be made to the Board of Directors at each Board of Directors' meetings and as required by applicable law.

(3) The President, Treasurer, or appropriate Regional Director, Executive Director, Director of Accounting and Finance, and the appropriate manager responsible shall be contacted in a timely manner whenever any expense exceeds the budgeted amount.

(4) The national office shall be provided with the following about each financial account of US Youth Soccer:

(A) For a new financial account, documents and information shall be provided as specified in section 301(c)(7) of this policy.

(B) The following is the minimum required financial institution reporting to be submitted to the national office on a monthly basis if not already received by the national office:

- (i) electronic access to the account; and
- (ii) a copy of each of the financial institution statements and cancelled checks, if not provided electronically, of each account, which may be sent by the financial institution to the Director of Accounting and Finance.

(C) By September 30 of each year, all receipts, invoices, cancelled checks, statements, deposit slips, or any other documents pertaining to the accounts that have not been provided previously shall be forwarded to the national office.

(d) Compensation and Required Information

Any person providing a service which is compensated by US Youth Soccer, whether by contract or not, must provide to the national office—

- (1) the person's name, address, and social security number, EIN, or other identification number authorized by applicable ; and
- (2) completed and signed federal and state government forms that are to be filed in accordance with applicable law.

Section 304. Audits

(a) All accounts of US Youth Soccer shall be audited annually.

(b) The reports of all audits shall be provided to the Board of Directors, Budget Committee, State Association Presidents, and each State Association office.

Section 305. Physical Assets and Property

(a) Prior to the last day of each fiscal year, the national office and each regional office shall prepare an inventory of its physical assets and property. Each regional office shall submit its inventory to the national office. The inventory of physical assets and property will be maintained by the national office.

(b) The list of inventory shall include, but not be limited to the following :

(1) a specific description of each asset, including brand name, model, and serial number of the asset;

(2) the person that has physical control over the asset;

(3) the location of the asset; and

(4) the approximate value of the asset.

Section 306. Expenses and Reimbursement

(a) It is expected that the Board of Directors, committees, volunteers, employees, and guests will, from time to time, incur expenses on behalf of US Youth Soccer. US Youth Soccer is responsible for informing all Board members, committees, volunteers, employees, and guests about reimbursement for expenses as provided by this section.

(b) Members of the Board of Directors, committees, volunteers, employees, and guests shall be reimbursed for actual, reasonable, and proper expenditures incurred in the conduct of approved business. Those Board members, committees, volunteers, employees, and guests of US Youth Soccer should not be penalized nor should they profit by adhering to this section with respect to expense reimbursements.

(c) Specific Requirements

(1) An expense reimbursement procedure and requisite form shall be created by the national office and used by any person requesting reimbursement.

(2) Any request for reimbursement which relates to someone other than the person requesting reimbursement, such as purchases of meals, or any other item for another person, the person submitting the expense must include the following:

(A) the full name or names of the other person or persons; and

(B) the business purpose and details of the item or items for which reimbursement is sought.

(3) Expenses shall be paid only as a result of documentation supporting the expense with proper attachments, invoices, or other billing.

(4) Upon completion of the form with the date, signature, details, and attached receipts and invoices, the form shall be submitted to the national office or the appropriate individual

responsible for approval.

(5) Receipts are required for all expenditures of \$75 or more.

(6) All expenses shall be submitted to the national office by the appropriate individual within 30 days of incurring the expense.

(d) Travel Requirements

(1) A person will be reimbursed for reasonable and proper expenses incurred in connection with traveling and living away from home, with exceptions as noted, in the conduct of approved business.

(2) The mode of transportation should be dictated by the relatively least expensive way to travel.

(3) Air travel

(A) Air travel will be "coach" class. Air travelers expecting reimbursement should make reservations as early as possible to take advantage of the least expensive fares available.

(B) The bonus mileage awards accrued by air travel at US Youth Soccer's expense will be the personal property of each traveler to be used as the traveler see fit. An exception is that any accrual of bonus mileage awards attributable to a team's travel in connection with a specific program shall accrue to the program's benefit.

(4) A person requesting reimbursement may elect to drive a personal motor vehicle between home and airport, bus, or train terminals.

(5) Mileage reimbursement shall be for the actual mileage driven at the standard mileage rate as allowed by the Internal Revenue Service for the time period involved. This rate includes the cost of gas, insurance, use, maintenance, and depreciation.

(6) Parking fees and tolls are additional expenses which will be reimbursed at actual cost.

(7) The amount reimbursed for travel by private motor vehicle will not exceed the value of the least expensive air travel. Actual mileage includes round trip to destination and travel between visiting site and temporary housing, if necessary. Exceptions to this policy may be granted by the appropriate authority when it is in the best interest of US Youth Soccer.

(8) Prior to renting a motor vehicle, consideration should be given to its required use and other transportation alternatives such as provided by paragraph (9) of this subsection.

(9) Renting Motor Vehicles

(A) US Youth Soccer provides collision coverage for motor vehicles rented by persons for conducting its approved business.

(B) Rental agreements which include insurance coverage are subject to approval. Check with the appropriate office for direction.

(C) In the event of an accident, local rental and law enforcement authorities must be promptly notified.

(D) Payment for rental motor vehicles is the responsibility of the individual. No attempt may be made to bill directly unless previously authorized and established.

(E) The itemized rental receipt, along with the actual payment receipt, are required for reimbursement.

(10) Other Transportation

Often the nature or place of the trip indicates that taking taxis, airport limousines, or hotel courtesy cars is most economical, and negates the need for renting motor vehicles. The following shall be considered before renting a motor vehicle:

(A) Taxis are an alternative to the use of rental motor vehicles and should be used, when appropriate.

(B) Most airports offer limousine service as a means of transportation for commuting between the airport and downtown areas. It may be less expensive for groups than taxis and rental motor vehicles, and may be used when appropriate.

(C) Many metropolitan areas have a variety of public transportation systems. Individuals are encouraged to use these systems, when appropriate.

(11) Lodging

Individuals will be reimbursed for the actual cost of reasonable accommodations for approved travel as provided by the following:

(A) Single room rates should be requested when reservations are placed.

(B) For trips where weekly or monthly rates are available and favorable, this must be clearly shown on the expense reimbursement request. Members are expected to seek lodging in the proximity of the visiting location to minimize the cost of local transportation.

(C) The itemized hotel bill is required to be submitted.

(D) As requirements and plans change, it is understood that not all schedules may be met. Particularly expensive to US Youth Soccer are the payments for lodging held on reservations when "no-shows" occur. Only in the most unusual circumstances will the "no-show" be considered a proper expense. The traveler has the responsibility to cancel reservations.

(12) Meals

(A) US Youth Soccer provides for reimbursement of actual meal expenses, including tips, up to and not exceeding a daily limit of \$75.00.

(B) Higher daily meal allowances may be approved by the appropriate authority in high cost areas.

(C) When meals are consumed at home before or after travel, or provided by a business associate or another member, it is expected that the full daily rate will not be needed.

(D) Each meal must be specifically and separately reported on the reimbursement form.

(13) Other reasonable and necessary reimbursable expenses related to business activities may include, but not be limited to supplies, tips, passport fees, postage, shipping, equipment rental, and printing and copying.

(e) Non-Reimbursable Travel Expenses

(1) US Youth Soccer will not reimburse persons for personal expenses, such as traffic citations, cost of clothing, personal medical expenses, valet, entertainment, losses of personal property, personal grooming expenses, movies, individual or group bar expenses or any other personal expenses.

(2) Additional costs incurred when a spouse, friend, or family member accompanies a person on a US Youth Soccer business trip are not reimbursable.

(3) Expenses incurred that are not attributable to US Youth Soccer business are not reimbursable and shall not be included on a reimbursement form.

(f) Any submitted expense form shall be first approved by the individual with responsibility for the appropriate budget against which the expense is to be charged. Final approval shall be by any one of US Youth Soccer's signatories with the right of the person submitting the expense to appeal the signatory's decision to the Board of Directors.

(g) Any individual with approval authority must be fully cognizant that his or her signature on an expense report indicates conformity to stated 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 individual approving the report have equal responsibility for its correctness and to ensure that all expenditures are commensurate with this section.

(h) The Executive Director's expenses shall be reviewed for approval by the President.

(i) Any reports not submitted within 60 days shall not be reimbursed, unless specifically approved by the Board of Directors. However, if an emergency situation occurs preventing the timely filing of a report, the person has 60 days after the conclusion of the emergency to file the report.

(j) Any deduction or adjustment of an expense shall reduce the amount of the expense. Any funds received in excess of actual expenses shall be returned to the national office along with a corrected copy of the original form.

Section 307. US Youth Soccer Credit Cards

(a) The Board of Directors or its delegate may approve credit cards to be issued in US Youth Soccer's name to be used by Board members, staff members, and specified individuals conducting activities on behalf of US Youth Soccer.

(b) The annual fees for the credit cards shall be paid by the national office and charged to the individual Board member's program account, the program account of the staff member, or the specified individual.

(c) Credit card statements shall be accessible electronically and mailed directly to the national office, which shall send payments to the credit card companies on a timely basis to avoid any and all interest charges.

(d) Each card holder shall be responsible for submitting a signed and properly completed report with receipts of \$75 or more attached to the national office within 60 days of making the charge. However, if an emergency situation occurs preventing the timely filing of a report, the person has 60 days after the conclusion of the emergency to file the report.

(e) The only exceptions allowed to the requirements of subsection (d) are as follows:

- (1) air travel made and charged by credit card needs only to be reported using the appropriate form; and
- (2) lodging which is master billed to US Youth Soccer.

(f) If the proper substantiation is not received within the 60-day period specified in subsection (d) of this section, a subsequent request to the non-reporting person, with a copy to the Treasurer, will be made and which shall include notification that if submission is not received within 7 days, the issued credit card will be subject to cancellation.

(g) If the proper documentation is still not received within the 7-day period, the national office, after notifying the Treasurer, will cancel the credit card.

Section 308. Failure to Follow This Policy

(a) If any person fails to comply with this policy, the Treasurer shall be notified.

(b) The non-complying person shall be notified by the national office, President, or the Treasurer either electronically or by notice as decided by US Youth Soccer about the non-compliance and shall be requested to comply by a specified date providing for a reasonable period of time to comply.

(c) If the non-complying person fails to comply by the specified date, a second notice shall be delivered which shall verify delivery to the person. The notice shall demand compliance within 15 days after the notice is delivered to the non-complying person. The non-complying person shall be subject to actions under Bylaw 251.

(d) If there is further non-compliance, the non-complying person shall be subject to applicable law.

Section 309. Matters Not Provided For

Matters not provided for in this policy shall be determined by the Board of Directors. The Board may delegate its authority.