

Treasurer Information

Contact Person:

Melissa Henderson, OEFC Treasurer
14475 Cottonwood Dr
Edmond 73025

405-401-4546
mhenderson@okenenergyfc.org

Club Fees:

Central:

Registration - \$275/year (paid online by player)

Club Dues: \$810/year = \$90/month July 20-March 20 (paid online or to team treasurer)

*Complete the ACH authorization document so I can draft the dues from your team account

TeamSnap Fee

Field Maintenance Fees: \$500 dated 10/1/19 & \$500 dated 2/1/20

(must send both payments before your team will be assigned a practice field)

South:

Registration - \$200/year (paid online by player)

TeamSnap Fee

Club Dues: \$750/year = \$75/month July 20-April 20 (paid online or to team treasurer)

*Complete the ACH authorization document so I can draft the dues from your team account

Field Maintenance Fees: \$500 dated 10/1/19 & \$500 dated 2/1/20

NOTE - IF PRACTICING AT NOKC OR ESC

(must send both payments before your team will be assigned a practice field)

DA Teams (Girls Only -07/06/05/04/03/02-01)

Registration - \$275/year (paid online by player)

TeamSnap Fee

Club Dues: \$2,090/year = \$190/month July 20-May 20 (only paid to team treasurer)

*Complete the ACH authorization document so I can draft the dues from your team account

Team Expenses:

League Fees

Club pays OPL referee fees

Tournament Registration Fees

Coach Travel – flight, hotel, mileage, per diem

Mileage is the 2019 IRS rate of \$0.58

Per Diem – Per diem rate look up website

Select fiscal year 2019

Select state you are traveling to

The per diem rate is the last column under M&IE

Tournaments and multi-game league play- 1 team per coach expenses. This includes hotels, tournament parking passes, flights (when applicable), per diem, and mileage.

Tournaments include Friday night hotel if playing Saturday regardless of start time. Per diem will be included for Friday depending on what time of the day coach needs to leave. This will determine full or half day per diem. If the start time on Saturday is 3 pm or later, or the coach based on other games schedule agrees to drive in on Saturday that will be acceptable and approved by the DOC. Otherwise coaches are EXPECTED to arrive no later than Friday night. Our teams are encouraged to drive down Friday night to maximize performance, but we are understanding of time and financial considerations, so it is only encouraged not mandatory. Tulsa will be approved to drive in on Saturday if it is possible and each coach will need to make the decision. Dallas, KC etc., coaches are expected to arrive Friday night.

IF 1 coach is coaching 2 teams, and IF said coach can attend and be on time, teams will split the cost anytime this is possible. If the coach deems another coach necessary based on fields, times etc., we revert to 1 coach cost per 1 team.

-Overview of Treasurer Duties

1. Set up EIN (Employer ID Number with IRS for banking purposes only)
 - I have included step by step instructions
 - (descriptive name “OEFC 07 White Boys”)
 2. Set up a team checking account (account name matches EIN)
 - FIRST FIDELITY**
 - You will need a letter from me stating you are authorized to open an account
 - Do not comingle monies in your personal checking account
 - Be discreet (financial aid recipients, bounced checks)
 - Communication with coach **early** when balances are past-due
 3. Start collecting money now; extra money to build cushion
- Discuss collections with team and set monthly payment deadline and method of collection
 - Payments mailed to you each month by the 10th (or) through Cash App
 - Payments handed to you at the field during practices/games before the 10th
 - Designated expense amount paid each month (i.e. \$140) EASIER!! (or)
 - Estimated amount of expense calculated/paid in each month (each month varies)
 - Set up record keeping system (simple spreadsheets or bookkeeping software (i.e.) QuickBooks)
 - TeamSnap app**
 - Send account balance information to your parents (MONTHLY)
 - You will handle club dues, tournament registrations, tournament expenses, field maintenance fees, coach per diems, etc. (only club dues, team snap fee, and field maintenance come to me: all other stuff is your business)
 - All team expenses s/b split evenly (even financial aid recipients- financial aid only covers \$90 monthly club dues for 9 months)
 - Financial Aid – Applications are due June 21st. Paid Competitive coaches kids receive fee waivers for club dues (but must pay all other team costs).

Decide Team Policies with help of coach before and as issues arise

(i.e.) Does a player not have to pay for a tournament if she doesn't go and she said it up front? What if she plans to go but must pull out 2 days a head of time, does she pay? Do guest players pay to play? No set club rules on issues – handled by each team.

-Treasurer, Manager &/or Coach cannot be the same people or from same household

-Timeline of Payments Collected/Submitted to OEFC by Treasurers

- Field Maintenance Fees – Due before practices begin in July/August

\$500 check dated 10/1/19 for Fall Field Maintenance and \$500 check dated 2/1/20 for Spring Field Maintenance

This is due as soon as your team is formed, and the team bank account is set up. You will not be assigned a practice field or allowed to practice at ESC or NOKC starting in July unless you have submitted these checks to Melissa Henderson.

Teams practicing at NOKC fields make checks out to NOKC

Teams practicing at ESC fields make checks out to ESC

If practicing at both locations for most of the year, make \$500 out to each club

Reminder email will be sent to treasurers before deposit date.

- Monthly Club Dues – Due the 20th of the Month (beg July 20th)

Set due date for your team to submit their payments to you (i.e. the 10th of the month)

***Complete the ACH authorization document so I can draft the dues from your team account**

- Pay \$275 Registration Fee upfront and pay \$765 Yearly Dues Up Front (discounted due to prepayment)
- Pay \$275 Registration Fee upfront and pay \$810 Yearly Dues in Quarterly payments (\$270 in Aug, \$270 in Nov, \$270 in Feb)
- Pay \$275 Registration Fee upfront and pay \$810 Yearly Dues in Monthly Payments (\$90 in Aug-Apr)
- Pay \$138 Registration Fee upfront and \$138 in Nov, and pay \$810 Yearly Dues in Monthly Payments (\$90 in Aug-Apr)
- Pay \$275 Registration Fee upfront and pay \$810 Yearly Dues in Monthly Payments by Check/Cash through Team Treasurer (\$90 in Aug-Apr)

\$90 per player per month (i.e. 16 players at \$90 is \$1,440/month)

Complete the ACH authorization document so I can draft the dues from your team account

- **MUST email Treasurer's Worksheet** (see example)
 - I will email the template to you to use (**sign in!!!**)
- All players should pay, even if injured, unless officially removed from roster by filling out paperwork and turning into competitive coordinator
 - except approved coaches' kids and financial aid recipients
- If your team advances to regionals, you make a 10th payment before you go to Regionals

-Coaches paid one week late if team sends in payment late

-Coaches paid monthly – not based on time **important to understand**

-Team Snap Fee – Your team will need to reimburse OEFC for this fee. Once we allocate the cost, I will let you know what is owed per team.

Individual players who owe more than one month should not be allowed to play/practice

-inform coach; coach enforces (contact me if not being enforced)

-team covering 1 month of expenses vs short-paying the club (can be risky)

Remember: You are collecting for the team but are not expected to be a collections agent.... Coach has the ultimate responsibility.

First Fidelity Contacts:

Linda Maynard – 10904 N. May, OKC

Issac Trevino – 2825 NW 164TH, Edmond

Juanna Allyms – 2600 S. Broadway, Edmond

Natalie Berry – 725 W. Covell Road, Edmond

Linda Reeves – 12215 N MacArthur, OKC

Michelle Fox – 5800 NW 39th Expressway, OKC

Michelle Jensen – 6404 Avondale Drive, Nichols Hills

Michelle Hays – 3595 W. Robinson, Norman

Will Gray – 131 E Main, Norman

Rebecca Delsigne – 1337 W. Lindsey, Norman

Trenton Laffoon – 501 SW 19th, Moore (Wal-Mart)

Ann Guerrero – 400 S. Eastern, Moore

Tammy Brakebill – 11919 S Penn, OKC

You can open checking accounts with the following items:

EIN

Letter from me stating you have authorization to open it

**ACH DEBIT AUTHORIZATION
For Automatic Monthly Payments**

Date: _____

I/We _____, authorize
(team name)

Oklahoma Energy Football Club (OEFC) to initiate ACH debits in the amount of \$ _____

from my bank account (as shown by the attached voided check) on the **20th** day

of each month for _____ consecutive months, to be credited to my team account with
OEFC.

This authorization shall remain in force and effect until the term stated above expires
or OEFC receives my/our written notification of a change in my bank account number or
the balance is paid in full.

I understand it takes approximately 10 business days from the time OEFC receives this
form for this process to be activated.

Signature

Date

Please attach a voided check below.

ATTACH VOIDED CHECK HERE

Applying for EIN Online

<https://www.irs.gov>

Apply for an employer ID number – in team's name

Apply for an EIN Online

[Home](#) > [File](#) > [Businesses and Self-Employed](#) > [Small Business and Self-Employed](#) > [Employer ID Numbers](#)
> [Apply for an Employer Identification Number EIN Online](#)

Apply for an Employer Identification Number (EIN) Online

English | [Español](#)

Individuals

International Taxpayers

Businesses and Self-Employed

Small Business and Self-Employed

Employer ID Numbers

Business Taxes

Reporting Information Returns

Self-Employed

Starting a Business

Operating a Business

Closing a Business

Industries/Professions

Small Business Events

Online Learning

Large Business

Corporations

Government Entities



Hours of Operation

Monday to Friday, 7 a.m. to 10 p.m. Eastern Standard Time.

Step 1: Determine Your Eligibility

- You may apply for an EIN online if your principal business is located in the United States or U.S. Territories.
- The person applying online must have a valid Taxpayer Identification Number (SSN, ITIN, EIN).
- You are limited to one EIN per [responsible party](#) per day.
 - The "responsible party" is the person who ultimately owns or controls the entity or who exercises ultimate effective control over the entity. Unless the applicant is a government entity, the responsible party must be an individual (i.e., a natural person), not an entity.

Step 2: Understand the Online Application

- You must complete this application in one session, as you will not be able to save and return at a later time.
- Your session will expire after 15 minutes of inactivity, and you will need to start over.

Step 3: Submit Your Application

- After all validations are done you will get your EIN immediately upon completion. You can then download, save, and print your EIN confirmation notice.

[Apply Online Now](#)

Related Topics

- [State and Federal Online Business Registration](#)
- [Online EIN Frequently Asked Questions](#)
- [Employer ID Numbers](#)
- [System Requirements](#)
- [Privacy Act Statement and Paperwork Reduction Act Notice](#)
- [Businesses with Employees](#)

Begin Application

View Additional Types, Including Tax-Exempt and Governmental Organizations

IRS.gov

Help | Apply for New EIN | Exit

EIN Assistant

Your Progress: 1. Identity 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation

What type of legal structure is applying for an EIN?

Before applying for an EIN you should have already determined what type of legal structure, business, or type of organization is being established.

Choose the type you are applying for. If you don't see your type, select "View Additional Types."

- ☐ Sole Proprietor
Includes individuals who are in business for themselves and household employers.
- ☐ Partnerships
Includes partnerships and joint ventures.
- ☐ Corporations
Includes S Corporations, personal service corporations, real estate investment trusts (REIT), regulated investment funds (RIC), and investment funds.
- ☐ Limited Liability Companies (LLC)
A limited liability company (LLC) is a structure allowed by state statute and is formed by filing articles of organization with the state.
- ☐ Estate
An estate is a legal entity created as a result of a person's death.
- ☐ Trusts
All types of trusts including conservatorships, custodianships, guardianships, irrevocable trusts, revocable trusts, and receiverships.
- ☒ View Additional Types, Including Tax-Exempt and Governmental Organizations
If none of the above fit what you are establishing, there are several others to choose from.

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Help Topics: [What if I do not know what type of legal structure or organization to choose?](#)

Sports Teams (Community)

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EIN Assistant

Your Progress: 1. Identity 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation

Additional Types

Choose the type you are applying for. You can click the underlined terms for a description.

Beneficiary Estate (Individual)	Household Employer
Block/Tenant Association	IRA
Charity	Memorial or Scholarship Fund
Church-Controlled Organization	National Council
Community or Volunteer Group	Plan Administrator
Employee Benefit Administrator (EBCA) (Sec. 5054)	Political Organization
Employee Plan (401(k), Money Purchase Plan, etc.)	PTA/PTO or School Organization
Farmers' Cooperative	REMIC
Government, Federal/State/Local	Social or Savings Club
Government, Federal/State/Local	Sports Teams (Community)
Government, State/Local	Wholesaling Agent
Homeowners' Goods Association	Other Non-Profit Tax-Exempt Organizations

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Help Topics: [What if I still do not know what type of business or organization to choose?](#)

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EIN Assistant

Your Progress: 1. Identify 2. Authenticate 3. Address 4. Details 5. EIN Confirmation

Please confirm your selection.

Confirm your selection of Sports Teams (community) as the type of structure applying for an EIN.

What it is...

- These organizations are comprised of sports teams or clubs primarily participating in live sporting events before a non-paying audience.
- Examples of sports teams include boxing leagues, title leagues, soccer teams, basketball teams, etc.
- These groups generally need an EIN for [licensing purposes](#) or to satisfy [local law](#).

What it is not...

- They are not engaged in an activity that is for profit.
- They are not [disregarded](#).
- These teams or leagues are not professional teams or franchisees.
- Sports team participants are not paid for playing in the sporting activity.

If you need to change your type of structure, we recommend that you do so now, otherwise you will have to start over and re-enter your information. Additional help may be found by reviewing [all types of organizations and structures](#) before making your selection.

<< Change Type Continue >>

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EIN Assistant

Your Progress: 1. Identify 2. Authenticate 3. Address 4. Details 5. EIN Confirmation

Please tell us about the Responsible Party.

This information is for identification purposes only.

* Required fields

Must match IRS records or this application cannot be processed.

The only punctuation and special characters allowed are hyphen (-) and ampersand (&).

First name *

Middle name/initial

Last name *

Suffix (i.e., Sr, etc.) Select One *

SSN/ITIN *

Choose One: *

☒ I am a responsible and duly authorized officer or member of this organization.

☐ I am a third party applying for an EIN on behalf of this organization.

Before continuing, please review the information above for typographical errors.

Continue >>

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Responsible Party is you, you will be the authorized officer or member of this organization.

2019/2020 OEFC-CENTRAL COMPETITIVE FEES

Individual

Annual Registration	\$275.00	OSA membership fee, OEFC admin, & ref fees for OCL & OPL - Not refundable after August 1, 2019
Monthly Club Dues	\$90.00	Starting July for all teams in each age group

Training fees are for 9 months unless a team advances to Regionals or Nationals (Teams advancing are required to pay an additional month)
 Annual registration fee is reduced by **\$25** for each additional player for families that have already registered two competitive players for a season with OFC
 Annual registration fee is reduced to **\$50** per player for coaches
 Monthly training fee is waived for U-18 & U-19 competitive players that are away at college
 Tournament Player Only Registration Fee is \$50 per competitive season
 Any Refunds will be issues \$5 less than paid amount to cover processing fees.

Team

Annual Field Maint. and Improvement Fee	\$1,000.00
OPL League fees	\$175 per team per season (estimated)
OPL Bond fee	\$250 per team per season (refunded if not used)
OPL Referee fees	Paid by Club
SRPL League fees	\$750 per team per season
SRPL Bond fee	\$1,500 per team per season (not cashed if not needed)
SRPL Referee fees	Varies by age group - OSA will provide costs prior to season (plan on a range from \$450 - \$600)

Out of Metro Tournaments & Games

Personal vehicle mileage	\$0.58 per mile
Per diem for half day (defined as coach being home for 1/2 the day)	Based on gsa.gov recommended rates at 75%
Per diem for full day (defined as coach being gone for most or all day)	Based on gsa.gov recommended rates (http://www.gsa.gov/portal/category/100120)
Coach airfare or other transportation	Varies
Coach airport parking fees	Varies
Coach rental car	Varies
Coach hotel	Varies

Uniforms (Estimated Costs)

Required - Player game and practice items	\$222.00
Required - Backpack	\$45.00

Oklahoma City Metro Area Defined

Incurred vehicle mileage for coaches is reimbursed for travel outside the Oklahoma City Metro Area. The mileage expense is calculated at the 2018 IRS rate of \$0.545 per mile. The following table is a graphic illustration of what OEFC considers the Oklahoma City Metropolitan Area:

NORTH (Edmond, Guthrie)

WEST (Bethany, Yukon, Mustang, El Reno)

OKLAHOMA CITY

EAST (Del City, MWC, Choctaw)

SOUTH (Moore, Norman)

Standard Miles to Various Cities

The mileage rate is based on the 2019 IRS rate \$0.58.

Destination	Miles (round trip)	Amount	Destination	Miles (round trip)	Amount
Tulsa, OK	200	\$116.00	Plano, TX	500	\$290.00
Enid, OK	200	\$116.00	Austin, TX	780	\$452.40
Lawton, OK	200	\$116.00	Houston, TX	940	\$542.20
Ft. Smith, AR	400	\$232.00	San Antonio, TX	940	\$542.20
Fayetteville, AR	400	\$232.00	Kansas City, MO	670	\$388.60
Little Rock, AR	700	\$406.00	Memphis, TN	950	\$551.00

Standards Regarding Mileage & Per Diem

* If a coach has 2 or more teams at a tournament then an additional coach can be requested. Cost of all coaches are split between two or more teams.

* If a team is playing in an in-metro tournament, it is within the team's discretion to pay a meal per diem only to the coach, not mileage, depending upon the circumstances to include, but not limited to how many teams the coach has involved and the coach's ability to eat at home as opposed to the site of the tournament on the respective tournament day.

* All payments, including mileage, are only made if the coach incurs the cost. To the extent possible, mileage and per diems should be paid prior to the

Meals & Incidentals (M&IE) Breakdown

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. [See More Information](#)

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

[CSV](#)

[Print](#)

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Standard Rate	Applies for all locations without specified rates	\$55	\$13	\$14	\$23	\$5	\$41.25
Oklahoma City	Oklahoma	\$61	\$14	\$16	\$26	\$5	\$45.75

Team Name: OEFC 00 White Boys

Team Name
Coach
Team Manager
Team Treasurer

OEFC 00 Boys White
John Doe
John Smith
Jane Brown

Cell Phone

456-7890
456-7890
456-7890

Email

Does@cox.net
Smiths@cox.net
Browns@cox.net

Player	Aug 1st (due 7/20)	Sep 1st (due 8/20)	Oct 1st (due 9/20)	Nov 1st (due 10/20)	Dec 1st (due 11/20)	Jan 1st (due 12/20)	Feb 1st (due 1/20)	Mar 1st (due 2/20)	Apr 1st (due 3/20)	Regional Teams' Fee (due before departure)
1 - Brown	90.00	90.00	X-00 Boys	X-00 Boys	X-00 Boys	X-00 Boys	X-00 Boys	X-00 Boys	X-00 Boys	180.00
2 - Smith	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	810.00
3 - Doe	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	810.00
4	delinquent	180.00	90.00	90.00	delinquent	delinquent	delinquent	delinquent	450.00	810.00
5	online	online	online	online	online	online	online	online	online	-
6	90.00	90.00	delinquent	180.00	90.00	90.00	90.00	90.00	90.00	810.00
7	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	810.00
8	scholar	scholar	scholar	scholar	scholar	scholar	scholar	scholar	scholar	-
9	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	810.00
10	90.00	90.00	90.00	released	released	released	released	released	released	270.00
11	90.00	90.00	90.00	90.00	90.00	90.00	90.00	delinquent	180.00	810.00
12	online	online	online	online	online	online	online	online	online	-
13	delinquent	180.00	delinquent	delinquent	270.00	90.00	90.00	90.00	90.00	810.00
14	delinquent	180.00	90.00	90.00	delinquent	delinquent	delinquent	180.00	90.00	810.00
15	delinquent	180.00	90.00	90.00	90.00	delinquent	180.00	delinquent	180.00	810.00
16	O-00 Black	O-00 Black	O-00 Black	90.00	90.00	90.00	90.00	90.00	90.00	540.00
17										
18										
19										
20										
21										
22										
23										
24										
25										
Total	720.00	1,440.00	810.00	990.00	990.00	900.00	900.00	810.00	1,530.00	-

Check amount

Check number

Date paid

Other:

Are any players delinquent?
If so, have you discussed it with the team manager?
If so, have you discussed it with the coach?
Do you need the director of coaching to take action?

Yes

No

Note:

A player should not be playing in games if they are more than 30 days past due.

Team payments are due on the 20th of the month. If your payment is late, your coach will receive his monthly trainer fee late.

Mail with check to:

Melissa Henderson, OEFC Treasurer
14475 Cottonwood Dr, Edmond 73025

"x" means transferred out to another club team (indicate new team)
"o" means transferred in from another club team (indicate old team)
online means player is making payments online
delinquent means player has not paid for that month

All players must pay unless specifically exempted by OEFC (officially removed from roster), even injured players

OEFC 00 White Statement of Account

Description	Team Total	Henderson Balance
Balance at July 1, 2019	\$0.00	\$0.00
<u>Fees:</u>		
Club Dues - Aug (due 7/20)	\$1,440.00	\$90.00
Beat the Heat - Entry Fee	\$550.00	\$34.38
Beat the Heat - Per Diem (estim)	\$60.00	\$3.75
Cosmos Cup - Entry Fee	\$675.00	\$42.19
Cosmos Cup - Per Diem (estim)	\$60.00	\$3.75
Field Usage Fees	\$500.00	\$31.25
Club Dues - Sep (due 8/20)	\$1,440.00	\$90.00
 Total Fees	\$4,725.00	\$295.31
<u>Credits:</u>		
July	\$2,720.62	\$180.00
August	\$2,780.62	\$180.00
September	\$0.00	
October	\$0.00	
November	\$0.00	
December	\$0.00	
January	\$0.00	
February	\$0.00	
March	\$0.00	
April	\$0.00	
May	\$0.00	
 Total Credits	\$5,501.24	\$360.00
 Net Balance as of Aug 31, 2019	\$776.24	\$64.69

This is an example of what you will provide to your parents monthly.

In this example, Henderson is one player on a team of 16 players. The Team Total represents the bills paid by the treasurer on behalf of the team and the totals collected each month from the whole team. Then each family has its own column that shows what their payments into the team account were and what their 1/16th share of each expense was. The Net Balance indicates what the Team Account has in it and what portion of the Team Account belongs to each player. Each family should receive their personal column and the Team Account columns ONLY.