

**4.01 Financial Accounting:**

**4.01.01 Check Signatures:** All accounts shall be paid by check. There shall be four (4) signers on each account. The signers will be members of the Board of Directors, excluding the Treasurer, and will be appointed by the Board of Directors. Checks shall bear two (2) signatures of any of the four (4) authorized signers.) At no time should any related parties be the two signatures on a check, regardless of to whom the check is payable. (3/29/06)

**4.01.02 Counting Monies:** Two board members shall count money for all deposits. (3/29/06)

**4.01.03 Transfer between Reserve Funds:** The board will designate Funds held in reserve. If the League board approves funds from reserves for other than the designated purpose the approval will be documented in the minutes and the funds will be transferred to the appropriate reserve. (3/29/06)

**4.01.04 Accounts Receivable Control:** Board members will be notified in a timely manner of monies received to areas of their responsibilities. (3/29/06)

**4.01.05 Supporting Documentation for Cash Disbursements:** All disbursements will have documentation to support the fact that they are legal expenditures for the League. (3/29/06)

**4.01.06 Expense Reimbursement Requests:** All requests will have documentation to support the fact that they are legal expenditures for the League. They require both a requester and an approval signature. (3/29/06)

**4.01.07 Travel Mileage:** When allowed, the travel mileage rate of operating a vehicle for LYS will be automatically determined according to the amount allowed by the Internal Revenue Service (IRS) during that period. (3/29/06)

**4.01.08 Independent Contractors, Employees, Forms 1099:** 1099's will be issued to all individuals providing services in excess of \$600 per year. (3/29/06)

**4.01.09 Soccer Property Inventory:** The league will establish and maintain an inventory of major equipment owned by LYS. Major property and equipment is defined as items costing or valued at more than \$200 and with an estimated life of more than 3 years. The treasurer will coordinate the updating of the inventory annually. (3/29/06)

**4.01.10 Use of Minutes to Reflect Expenditures / Reimbursements Approval:** Board minutes will reflect the approval of the Treasurer's financial report at each general meeting to include the review and approval of all expenditures and reimbursements. Any transactions outside those approved in the budget will be specifically approved and documented in the minutes. (3/29/06)

**4.01.11 Budget and Budget Preparation:** A budget will developed for each seasonal year at least 6 months prior to the start of the seasonal year. Each board member/coordinator will submit a budget request though the budget committee for inclusion into the budget. A final budget will be compiled by the Budget Committee and submitted to the board for approval. Board members/coordinators will obtain board approval prior to exceeding their approved budget. (3/29/06)

**4.01.12 Referee Uniform Reimbursement:** Referee uniform reimbursement not to exceed \$60.00. (9/15/2005)

**4.02 Scholarship and Refund:** See LYS Rules and Regulations 3:05:01, I and J.

**4.03 Awards and Award Night:**

**4.03.01 Tournaments:** During the fall season, awards will be presented to the 1st and 2nd place finishers in the U12 and U14 divisions only.

**4.03.02 End of Fall Season:** At the conclusion of the fall season awards will be presented to the 1st and 2nd place finishers in the U12 division only.

**4.03.03 Awards Night:** At the conclusion of the fall season an awards night will be held to present awards during the first week of November.

**4.03.04 End of Spring Season:** No awards will be presented for the spring season.

**4.04 Referee Pay****4.04.01 Regular and Off-Season Games (as of 2017)**

AGE GROUP	REFEREE	DUAL REF.	ASST. REF.	UNLICENSED REF.
U16/U19	Per District IX Pay Scale	N/A	Per District IX Pay Scale	N/A
U14	Per District IX Pay Scale	N/A	Per District IX Pay Scale	N/A
U12	\$20.00	\$20.00	\$17.00	Less \$5
U10	\$18.00	\$18.00	\$15.00	Less \$5

**4.04.02 Fall In-House Tournaments / Jamborees**

AGE GROUP	REFEREE	DUAL REF.	ASST. REF.	UNLICENSED REF.
U12	\$20.00	\$20.00	\$17.00	Less \$5
U10	\$18.00	\$18.00	\$15.00	Less \$5

**4.05 Transfer Cost:** Anyone wishing to transfer a player shall pay a transfer fee of \$60.00 to cover the uniform cost and administrative fee (2/21/08)

**4.06 Team Formations:**

**4.06.01 Try-Outs:** Players may try out for a higher age division team. Players will not be forced to move up in age divisions. (2/21/08)

**Note:** These Policies are subject to review at any time.