



2015 Exhibit 14-  
Treasurers  
Guidelines Final

# HERSHEY LITTLE LEAGUE POLICY & PROCEDURES – *Treasurer's Guidelines*

Last Rev. Date: NA

Revision #0

Origination Date: 12/13/2015

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## 1.0 Purpose

This exhibit defines the standards, duties and expectations of the HLL Treasurer.

## 2.0 Scope

Defines the role and duties of the HLL Treasurer in regards to all funds (monies, securities, assets) received by HLL and all disbursements necessary to operate HLL as approved or directed by the Board of HLL. Using Generally Accepted Accounting Principles (GAAP), the Treasurer manages the business affairs of HLL and chairs the Finance and Business Committee to oversee the management, execution and delivery of the funds and supplies necessary to provide a successful season, within the constraints of the annual budget. For the purposes of HLL and as outlined in the HLL *Constitution*, the fiscal year shall begin on January 1 and end on December 31.

## 3.0 Responsibilities

Performs those duties that are customarily incident to an Office of Treasurer, or other duties that may be assigned by the Board of Directors relative to the management of the HLL funds, monies, disbursement, debts or assets of HLL.

- Receives all monies and deposits via the selected depository located at the financial institution as approved by the Board of Directors.
- Keeps complete and detailed records of the receipt and disbursement of all monies, securities, debts and assets of the HLL.
- Approves all payments from HLL funds as allotted by the HLL approved annual budget and authorizes checks or payments as approved by established HLL process and/or actions of the HLL Board. All payments must be made by check or electronic payment. All checks drawn must have dual signatures of the HLL Treasurer and one other executive member of the HLL Board of Directors.
- Monitors and reports on any concession expenses and income.
- With the assistance of the Finance and Business Committee, President and Vice President, prepares an annual budget for submission to the Board of Directors at the Annual Meeting.
- Prepares an annual financial report for submission to HLL Membership and Board of Directors at the Annual Meeting with copies to *Little League International*® and District Administrator.
- Completes the application for the annual charter in association with *Little League Baseball, Inc.* as delegated by the HLL Board.
- Completes/prepares and submits HLL annual tax returns and related documents as required.
- Prepares monthly interim financial reports and presents at HLL Board of Directors meetings.
- Prepares monthly reconciliations of deposits and disbursements of funds in and out of the HLL approved bank accounts.
- Recommends audits when deemed necessary or requested by proper action of the HLL Board



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## 4.0 Forms Used

- Statement of Income and Expenses (Profits and Loss, or Asset and Liabilities) monthly/annually.
- Annual tax filings and any appropriate supporting documents.
- Annual *Little League International* Charter applications. (Provided by LL, Int'l.)
- Expenditure Authorization Form for any payments.

## 5.0 Procedure

Each year, the sitting HLL Board will elect from among its members a duly qualified board member to serve as Treasurer to the HLL Executive Board following the Annual Meeting and Board of Director elections. In the event that a duly qualified Board member is not available, an alternate HLL member may be nominated to serve pending Board approval, or an accounting firm may be considered. When the Treasurer changes, updated signature cards will need to be submitted to HLL's.

## 6.0 References

*LittleLeague International*® Annual Operating Manual. Local League Administration (Local League Accounting Procedure).

Hershey Little League *Constitution*- Article VII, Section 1 (7.1); Article VII, Section 5 (7.5), Article VIII, Section 2 (8.2); Article XI, Section 11 (11.1-11.8).

Generally Accepted Accounting Principles (GAAP).

HLL Treasurer's Standard Operating Procedures Guide

## 7.0 Related Procedures

The (Board) shall not permit the disbursement of HLL funds other than the conduct of Little League activities in accordance with the rules, regulations and policies of *Little league Baseball, Inc.*

The (Board) shall not permit the solicitations of funds in the name of Little League Baseball unless all funds so raised be placed in the HLL treasury.

## 8.0 Records

Monthly report/statement of income and expense.

Annual report/statement of income and expense for each fiscal year.

## 9.0 Approval and Revision History



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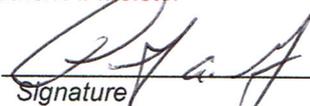
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**1 WRITTEN BY:**

*Patrick A. Meister*

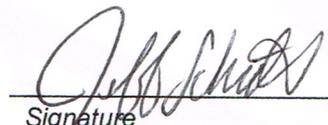
  
Signature \_\_\_\_\_ Date 2/21/16  
Title HLL Treasurer

**2 APPROVED BY:**

**HLL MANAGEMENT:**

**HLL Board Representatives:**

  
Signature \_\_\_\_\_ Date 1/16  
Title President

  
Signature \_\_\_\_\_ Date 1/10/16  
Title \_\_\_\_\_

*Management signature signifies that the plan has been approved by the Hershey Little League Board of Directors and Management. Signature means that management has accepted responsibility for content and will ensure necessary resources are available to allow staff to comply with the plan.*

**Revision History**

Revision No.	Description of Change	Page #	Date