

Greater Renton-Tukwila Youth Soccer Association

Title: Reports

Policy and Procedure Number: 17

Revision: NEW

Approval Date: TBD

A. Purpose

Written reports are the method the association will use to inform the association officers and other clubs informed of activities, significant events, contact names, and financial status.

B. Monthly Communication

Clubs and officers will submit a written report at each monthly association meeting. Club report should include club activities, significant events and important decisions from board meetings.

C. Contact Names

Clubs will submit a list of the club board of directors, officers and coordinators to the association VP of Administration after club elections and at the association Annual General Meeting. The list should include the position title and the name, address, phone number and e-mail address of the person holding the position.

D. Financial Reports

Clubs will submit a financial report to the association treasurer in January of each year. The financial report will include detailed (not collapsed or consolidated) Profit & Loss and Balance Sheet Statements.

E. Annual Report

Clubs will submit a narrative of highlights of the past year to the Association President in January of each year.