



## CLUB TREASURER GUIDE

### CONTACT EASTERN ONTARIO SOCCER

The purpose of this guide is to answer many of your financial questions and make your job easier. If you have a question that you can't find the answer to here, please feel free to reach out to us at [support@eosoccer.ca](mailto:support@eosoccer.ca).

### ACRONYMS

<b>EOS</b>	<b>Eastern Ontario Soccer</b>
<b>EOSL</b>	<b>Eastern Ontario Soccer League</b>
<b>OASC</b>	<b>Ottawa Adult Soccer Club</b>
<b>OCSL</b>	<b>Ottawa Carleton Soccer League</b>

### EOS FINANCE POLICY

EOS has an extensive [financial policy](#) that governs our financial practices. Clubs may use this policy as a template for their own.

### GENERAL EOS FINANCIAL PRACTICES

The EOS uses QuickBooks Online to manage its finances. We send invoices, statements, and receipts via email from QuickBooks. Please contact the EOS if you do not receive these emails.

Prepayments for league, membership, and tournament fees are no longer required. Clubs will now be billed instead.

#### **Overdue Accounts**

According to the EOS Financial Policy, all invoice payments are due within 30 days. Overdue invoices are subject to late payment fees and membership considerations. Please refer to the policy for full details.

#### **Making Payments to the EOS**

The EOS urges Clubs to make payments electronically.

E-transfers can be sent to [ed@eosoccer.ca](mailto:ed@eosoccer.ca). No password required. Electronic receipts are issued by the EOS.

EFT payments can also be made. EOS banking details are:

Bank/Institution – 002

Branch/Transit – 40006

Account - 0104817

As a last resort, you may still pay by cheque.

EODSA does not have a physical office. Cheques can be mailed to:  
MO23-110 Didsbury Road, Kanata, ON K2T 0C2

## TIMING OF CLUB INVOICES

### Outdoor Player Registration

April - 80% based on the previous year's total

June - 20% based on the previous year's total

September/Early October - reconciliation of current year's registrations to previous year

January - Ontario Soccer closes outdoor registration on December 31st, so there may be additional invoices sent at this point

### Indoor Player Registration

October - 80% based on the previous year's total

December - 20% based on the previous year's total

April - reconciliation of current year's registrations to the previous year

June - Ontario Soccer closes outdoor registrations on May 31st, so there may be additional invoices sent at this point

### Referee Fees for EOSL/OCSL/OASC

May – 100% estimate based on the previous year's final fees.

October– reconciliation, comparing estimate to actual total, allowing for any changes (ref no-shows, etc)

### Permits, Transfers, Membership

This includes all Club team and player permits:

Applications to host tournaments, festivals and exhibition games

Applications to Travel

Player Transfers

Membership dues

April/May – All indoor

August - Outdoor to the end of July

October – Remaining Outdoor. If you have a September 30<sup>th</sup> year-end, you'll have to accrue the invoice when you receive it.

### League Team Fees

February – EOSL Regional team fees for the upcoming outdoor season

March – EOSL District team fees for the upcoming outdoor season

### Credit Memos

There are times when the EOS might need to issue the Club a credit memo, such as when a team withdraws from the league. or to correct an invoice.

When you receive a credit memo, record it and apply it to the next EOS payment.

## FEES

All [fees are posted](#) on the EOS website.

The registration fee that clubs pay consists of contributions for EOS, Ontario Soccer, and Canada Soccer. Each of these organisations uses the funds collected from fees to operate, deliver services, and support provincial and national teams. The EOS portion funds administrative services, salaries, office expenses, corporation insurance, referee and coach development, club support (for instance, during Covid, clubs received financial assistance), as well as legal and audit fees and discipline activities.

### Hearing Administration Fees

Discipline cases cost money to administer. The panel members and the individual who reviews the case are paid. It also takes time for the EOS staff to manage the case.

Every time a player, team official, or club administrator is found guilty at a disciplinary hearing, a hearing administration fee will be charged to the Club. The fee is posted on the fees page of our website. Clubs can choose whether to charge the individual or cover the payment themselves.

Ontario Soccer imposes a mandatory Club fine whenever one of its members is found guilty of Match Official Abuse. The Club is ultimately responsible for payment of this fine.

VERSION CONTROL			
Date	Version Number	Created By	Reason
2023.03	1.0	V Lowe	Draft as Club resource
2023.03	1.1	V Lowe	After review
2023.04	1.2	V Lowe	To finalize and distribute
2024.05	1.3	V Lowe	updates
2024.12	1.4	K Martin	updates
2026.03	1.5	V Lowe	updates