

LAPRAAC BUDGET GUIDELINES 2018-2019

Email all completed applications to Lucy Banuelos at lbanelos@lapraac.com or hand carry to the LAPRAAC Athletic Office, (323) 221-5222, Ext 219.

Due: 4/13/2018

To ensure that LAPRAAC maintains a fiscally responsible budgeting process while determining the allocated budgets for each team, the following guidelines have been created to best ensure fair, equal and timely process. Failure to adhere to the below guidelines may slow down response time to your request for funds and in many cases result in no funding at all. Please read the below guidelines and responsibilities for all involved to ensure a smooth and expedient process.

A. Procedure to Request Funds for LAPRAAC Sponsored Teams:

- 1) Complete LAPRAAC Team Budget Request Form for Fiscal Year 2018-2019 by 4/13/2018
- 2) Complete Team Roster - 2018-2019 Fiscal Budget Year.
- 3) All team members must be LAPRAAC Members. **If it is found that teams are using non-members, the team will be subject to removal of budgeted funds and/or dissolution of team.**
- 4) Team should consist of 5 players or more.
- 5) Any personnel requesting funds with less than 5 players will be considered at the discretion of the Athletic Committee.
- 6) Sign and submit the Policy and Procedure Agreement.

B. Budget Request Requirements

- 1) Each year LAPRAAC will determine each team's final approved budget. All budgets will need to be submitted by the proposed date and time or risk reduction or removal of request.
- 2) LAPRAAC will first determine its own budget and overall available funds to be allocated towards the teams.
- 3) When considering team requests, first consideration will be given to LAPRAAC's available budget and second to team requests.

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- 4) All budgets must be submitted on the approved form ("Budget Request Form"). Failure to complete the form in its entirety could result in a delay of funds or refusal of request altogether.
- 5) Budget request maximum – \$5,000.
- 6) Each team will need to submit their request on the Budget Request Form for approval. A list of the proposed events you will attend will include the date of the event, the team or team members that will attend and all the costs associated with attending that event (air fare, rental cars, hotel, uniforms, etc) in which you wish to be reimbursed.
- 7) All Teams must maintain a roster entirely made up of LAPRAAC members to receive a budget.
- 8) Uniforms and equipment – All requests for uniform and equipment must be made during the budgeting process if to exceed \$1,000. All team uniforms must have LAPRAAC or LAPRAAC logo affixed to them. Graphic files can be obtained through the Athletic Department.
 - i. Receipts of expenditures must be submitted to receive a refund. Any expenditure that does not have a receipt will not be reimbursed. All receipts must be turned in within 45 days after the scheduled event for reimbursement. In the event a reimbursement is submitted within the 45 day period and that submission falls after June 30th of the year, the reimbursement funds will be charged to the team budget starting July 1st of the new budget year.
- 9) As with years past, you will also be required to submit your prior year's accomplishments (event participation, medals won, etc) as well as your participation and support for LAPRAAC and LAPRAAC events.

C. LAPRAAC Sponsored Team Requirements:

- 1) Teams must attend the LAPRAAC Annual Sports Awards Banquet. For teams with 39 players or less, it is required that at least 50% of your team purchase tickets. For teams with 40 or more, you will be required to buy two tables (20 tickets).
- 2) Team Captains/members must participate in nominations for LAPRAAC Annual Sport Awards Banquet.
- 3) Teams are strongly encouraged to participate in U.S. Games, International, and World Police and Fire Games, Nevada Games and sport specific tournaments.
- 4) Teams should make an effort to promote their own Tournament.
- 5) Captain/Coaches should be responsible for the conduct of their players. Any

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coach/team member, who is guilty of unsportsmanlike conduct or violates LAPRAACS policy or procedures, shall be subject to penalties including the loss of financial support for the team.

- 6) Team captain/member shall write a summary of team/individual performance at the conclusion of a tournament, competition, or event to be published in the LAPRAAC Club Newsletter.
- 7) Team tryouts are encouraged. Please contact the LAPRAAC Athletic Director to notify LAPRAAC of your tryout information.
- 8) Either the Captain or Co-Captain must be an active Sworn LAPD Officer.

D. Items That can be Reimbursed

- 1) Application fees for events
- 2) Equipment and Uniforms
- 3) Lodging (no telephone calls, movies etc)
- 4) Vehicle Rental
- 5) *Airfare - If trip cancelled and credit obtained for airfare through airlines, no reimbursement by LAPRAAC.*
- 6) Team dinners, not to *exceed* \$200 per year (no alcohol or gratuities).
- 7) Any reasonable expense not listed above and approved by the Athletic Committee.
- 8) Any pre-payment of expenses must be pre-approved by the Athletic Committee. Exception - entry fees to U.S. Games, International, Nevada Games and World Police Fire Games.
- 9) Funds cannot be used for LAPRAAC sponsored events such as, but not limited to; Baker to Vegas, Memorial Run, Bench Press Competition, or Sports Awards Banquet.

E. LAPRAAC Reimbursement Policy:

- 1) All Teams must maintain a roster entirely made up of LAPRAAC members to be reimbursed. If a team submits a reimbursement while using non-members they will not be reimbursed and face revocation of their budget.

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- 2) Complete LAPRAAC Reimbursement Form-Athletic Department with all required signatures (2 non-related signatures for team captain reimbursement).
- 3) Team Roster of the individuals who competed in that specific event.
- 4) Submit form to Lucy Banuelos, LAPRAAC Athletic *Office* with the following information:
 - i. Original Receipts, Invoices, and/or Packing Slips.
 - ii. Copies of credit card bank statements - black out non-reimbursable charges, and account numbers except for the last 4 numbers.
 - iii. Copy of flier for tournament and copy of entry applications.
 - iv. Explanation and signature of original card holder, if reimbursement is for someone other than the original card holder.
 - v. Ensure the credit card and/or bank statement matches the credit card holder.
 - vi. Allow 2 weeks for processing (most completed within 1 week).
 - vii. Expenses will be reimbursed by check only from the LAPRAAC Team Account.
 - viii. A signed copy by the Captain of the team of this agreement must be on file before any reimbursements will be considered.

F. Donations for LAPRAAC Sponsored Athletic Teams:

- 1) Captain/Coach/members shall not use LAPRAAC's tax exemption number.
- 2) Teams may earn funds by working the LAPRAAC sponsored events (with prior approval from Athletic Committee).
- 3) If the donating person/company is a known vendor of the LAPRAAC or the Department, contact the Athletic Committee for advice. Fiscal Operations Division, Appropriations Section (213) 485-2693, may be contacted to determine if the person/company is a vendor of the Department. It is the Captain's responsibility to ensure that the person/company donating to a LAPRAAC team is not a conflict of interest with LAPRAAC or the Department.
- 4) All donation requests shall be made while off-duty and for LAPRAAC. The

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checks shall be written to LAPRAAC, and either in a letter or in the notes section of the check, indicate the specific team who will receive the donation. All in-kind (product) donations shall be documented in a letter, with person/company name or letterhead, indicating the donation, product received, and the specific team and person accepting the donation. The letter/documentation will be reviewed by the Athletic Committee and placed in the athletic folder for the team accepting the donation.

- 5) There should not be a separate team bank account unless prior written authorization has been provided by the LAPRAAC Board of Directors. Any request for an associated bank account shall be submitted to the LAPRAAC Athletic Committee in writing indicating the Governing Body, the names of the Board of Directors and Treasurer overseeing the account. The letter shall be placed in the LAPRAAC team folder for periodic inspections. Failure to provide the appropriate documentation may result in the immediate forfeiture of all LAPRAAC funds. All funds raised for the LAPRAAC sponsored team shall be deposited into the teams account and are subject to LAPRAAC policy and procedures. LAPRAAC reserves the right to audit all bank accounts associated to the team. The team is required to produce all bank statements, receipts, purchases, transfers, withdrawals or other bank documents necessary to complete the audit. Any team failing to produce the required documentation or any team found misusing the teams bank account funds are subject to forfeiture of budgeted monies.
- 6) The LAPRAAC Athletic Committee shall periodically conduct inspections of LAPRAAC sponsored teams to ensure that teams are adhering to LAPRAAC's policy and procedures.

Please remember that it is LAPRAAC's goal to financially support the teams as best as possible. By following the above guidelines, you will better facilitate this process and ensure the smoothest and best way to receive your budget and subsequent reimbursements.

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Due: 4/13/18

Donations for LAPRAAC Sponsored Teams

All team captains/coaches/team members shall adhere to LAPRAAC Funding Policy and Procedures. The captain/coaches shall ensure that the team members understand and abide by the LAPRAAC Funding Policy and Procedures.

The Athletic Committee shall periodically conduct, or cause to be conducted, inspections of LAPRAAC sponsored teams to ensure that teams are adhering to LAPRAAC Funding Policy and Procedures.

I agree as a team captain/coach or team member to abide by the LAPRAAC Funding Policy and Procedures. Any violation of these policies and procedures may lead to penalties including forfeiting of all LAPRAAC funds, and/or Department disciplinary action.

Date: _____

Team Name: _____

Sport: _____

Print Name: _____

Signature: _____

A copy of this agreement shall be placed in the team folder.

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FOR INTRA-DEPARTMENTAL SPORTS ONLY; OFFICIALS-REFERREES AND UMPIRES

- Original W-9 for each official (only for the first check request during the fiscal year).
- Athletic voucher with the number of games played, dates, times, and amount paid for each game - signed by the official.
- *Game* schedules if required by the Athletic Committee.

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