

## **Local League Financial Control Recommendations**

**Roy Brewer, District 5 Commissioner, Virginia**

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Ensuring that league funds are properly accounted for and only spent for league-approved expenses is the responsibility of every board member. This responsibility cannot be left solely to the Treasurer of the league. There have been many instances in the past couple of years where leagues have had funds embezzled.

Some suggested steps that boards can and should take to help deter embezzlement are:

- Annually, the board should establish a budget.
- Establish which person or persons are authorized to approve expenditures and purchases.
- If necessary to use, limit the use of a League Debit Card to one authorized person.
- Checks should only be written after submission of an invoice approved by the individual(s) authorized to approve purchases.
- Require two signatures on all checks (this is an internal control only as banks will still process checks with one signature).
- Monthly, the board should receive and review a copy of the Treasurer's report detailing all league income and expenses compared to budget.
- Monthly, the board should receive and review a copy of reconciliations of all bank accounts.
- Monthly, the board should receive and review a copy of all bank statements, including images of all cleared checks.

By reviewing all bank statements and reconciliations, boards can greatly reduce the opportunity for embezzlement to occur or, if it does occur, identify it quickly before substantial funds are lost.

The fall and early winter is a great time to establish proper controls over league resources before the busy season begins for registration, practices, and games in the spring.