Activity	HOC Program Manager(s)	HOC Program Director	HOC Treasurer
Field/Gym/Meeting Space			
- Designate program manager(s) authorized to request field/gym/meeting space		X	
- Establish Fairfax County NCS AFAR System user account linked to HOC account; provide/receive system training (https://www.fairfaxcounty.gov/afar/AFARLoginPage.aspx)	X	X	X
- Submit to Fairfax County NCS gym-field permit request ("one-time use" or "organization-registers by participants") using online their AFAR System by their deadlines: o Spring sport fields/gyms: December 1 o Summer sport fields/gyms: March 1 o Fall sport fields/gyms: June 1 o Winter sport fields/gyms: September 1	X	X	X
- For each sports program/season, download participant data from HOC sports management system, prepare participant roster file containing information required by Fairfax County NCS[1], calculate field/gym use fees due, and submit roster file and payment to Fairfax County NCS			X
- Submit to Town of Herndon Parks and Recreation by their deadline(s) gym/field use application and agreement for use of Herndon Community Center, Bready Park, or Haley Smith Park (agreement must be signed by an HOC Board member)	X	X	X
- Review Town of Herndon Parks and Recreation invoices for accurate billing and submit with required information[1] to HOC Treasurer	X	X	
- Establish FCPS Community Use web site user account linked to HOC account; provide/receive system training (http://www.fcps.edu/fts/comuse/)	X	X	X
- Submit updated Certified Athletic Organization (CAO) documentation upon request to Fairfax NCS			X
- Reserve FCPS space (e.g., cafeteria, auditorium) for program meetings using online FCPS Community Use web site	X	X	
- Review FCPS space invoices for accurate billing and submit with required information[1] to HOC Treasurer	X	X	
- Process space payment requests and record payments in HOC financial management system			X

Activity	HOC Program Manager(s)	HOC Program Director	HOC Treasurer
Program Registrations and Forms			
- Designate accountable program manager(s) and monitor program: o Webpage content (e.g., current season information, documents/links, game schedule, sponsorship) o Participant registrations, financial aid determinations, fee collection, refunds o Team staff/volunteer registrations, background checks, and abuse prevention certifications o Sponsorship, donation, and other forms and funds collection		X	
- Establish HOC sports management system user account(s) with appropriate access control permissions; provide system training			X
- Set up HOC sports management system registration programs/forms containing required participant and team staff/volunteer data and agreements (see HOC Sports Management System Standards)		X	X
- Submit cash/checks collected for registrations, uniform/equipment fees, sponsorships, donations, and other revenue along with required information[1] to HOC Treasurer	X	X	
- Deposit funds at HOC bank branch; record fee payments in HOC sports management system; record deposits in HOC financial management system			X
- Establish HOC background check/abuse prevention certification system user account linked to HOC account; provide/receive system training; generate background check and/or abuse prevention training emails to program team staff/volunteers	X	X	X
- Ensure no team staff/volunteers are participating in program activities until they have completed their background check and abuse prevention certification	X	X	
- Submit requests for registration fee or equipment/uniform deposit refunds along with required information[1] to HOC Treasurer	X	X	
- Process refund requests and record payments in HOC financial management system			X
- For each sports program/season, download participant registration financial aid data from HOC sports management system and prepare and submit Fairfax County Youth Sports Scholarship Program League Verification Form and Scholarship data file containing information required by Fairfax County NCS[1]			X
- Receive Fairfax County Youth Sports Scholarship Program funds from Fairfax County NCS; allocate funds among sports programs/seasons based on registration financial aid data; deposit funds at HOC bank branch; record deposit in HOC financial management system			X

Activity	HOC Program Manager(s)	HOC Program Director	HOC Treasurer
GHYF Donations and Grants			
- Designate program manager(s) authorized to collect GHYF donations and prepare/submit GHYF grant applications		X	
- Submit cash/checks collected for GHYF donations along with required information[1] to HOC Treasurer	X	X	
- Deposit funds at HOC bank branch; record deposit in HOC financial management system			X
- Prepare and submit GHYF grant application with required supporting documentation to HOC Treasurer		X	
- Process grant application and transfer funds from GHYF to HOC bank accounts; record funds transfer in HOC financial management system			X
Equipment/Supplies/Services			
- Designate program manager(s) authorized to acquire equipment/supplies/services and responsible for obtaining pre-approvals, if required, before purchase is made/order is placed/contract is signed[2]		X	
- Establish authorized buyers with HOC sports equipment vendors			X
- Order equipment/supplies/services approved by HOC Program Director (online orders to be paid using HOC debit card or bank account ACH must be placed by HOC Treasurer)	X	X	X
- If a program buyer requires reimbursement, submit order payment receipt with required information[1] to HOC Treasurer	X	X	
- Review/renew game official contracts		X	X
- Review game official invoices for accurate billing and submit invoice with required information[1] to HOC Treasurer	X	X	
- Review/renew commercial space rental contracts		X	X
- Review commercial space rental invoices for accurate billing and submit invoice with required information[1] to HOC Treasurer	X	X	
- Review/renew sports pictures contracts		X	X
- Prepare and submit game official fees payment file containing required information[1] to HOC Treasurer	X	X	
- Process payment requests and record payments in HOC financial management system			X

Activity	HOC Program Manager(s)	HOC Program Director	HOC Treasurer
Insurance			
- Generate annual player, team staff/volunteer, and game official participant counts based on HOC sports management system data, review for accuracy/changes needed, and submit to HOC insurance agent			X
- Review Optimist Club of Herndon Directors & Officers (D&O), Accident, and Liability Insurance policies for changes in coverage and number of participants to be covered; adjust coverage if needed with HOC insurance agent			X
- Obtain from HOC insurance agent and submit annual liability/accident insurance Certificates of Insurance (CoIs) for FCPS, Fairfax County Park Authority (FCPA), Fairfax County Board of Supervisors, Town of Herndon, and Reston Association			X
- Obtain from HOC insurance agent recurring national sports league organization COIs (e.g., Babe Ruth, USAFootball)			X
- Submit recurring national sports league organization COIs		X	X
- Submit tournament COI requests with required information[3] to HOC Treasurer	X	X	
- Obtain from HOC insurance agent COIs needed for tournaments			X
- Submit COIs to tournament management organizations	X	X	
- Review HOC accident and/or liability coverage provided by regional/national organizations to ensure adequate coverage of participants and the HOC Board; obtain certificates of coverage with Optimist Club of Herndon VA, Inc. as a named insured (e.g., Optimist International)		X	X
- Process D&O, accident, and liability insurance policies' payment requests and record payments in HOC financial management system			X

Activity	HOC Program Manager(s)	HOC Program Director	HOC Treasurer
Financial Planning and Monitoring			
- Designate program manager(s) authorized to monitor program's financial management information		X	
- Establish HOC financial management system user account(s); provide/receive financial management system training for profit/loss and cash balance reporting[4]	X	X	X
- Prepare annual or new season budget using previous period information and input from program management team on new year/season's proposed revenue/expenditures and HOC Treasurer on any changes to HOC shared/allocated expenses; present budget to HOC Board prior to starting program year/season or requesting payment of expenditures; request HOC Board approval of overall budget and specifically for operating budget expenditure line items over $5,000 and any expenditure of reserve funds; if during the program's year/season, any expenditure line item's actual expenditures exceed 110% of approved amount, promptly present a revised budget to HOC Board for approval	X	X	
- Periodically reconcile HOC sports management system data and bank account postings; post deposits, expenditures, and adjustments to HOC financial management system			X
- Periodically review deposit/expenditure postings in HOC financial management system and email any posting corrections/adjustments to HOC Treasurer (e.g., change revenue/expenditure line item to which amount was posted)	X	X	X
- At the end of the program's year/season, review program's revenues/expenditures for significant differences to annual/season budget, review operating and reserve accounts' cash balances for sufficient funds, and determine amount of funds, if any, to be moved from operating to reserve account (amount equal to no less than 10% of annual operating expenditures should be maintained in reserve account; email request to move funds to reserve account to HOC Treasurer.	X	X	
- Transfer funds between HOC program operating and reserve accounts; post funds transfer in HOC financial management system			X

Activity	HOC Program Manager(s)	HOC Program Director	HOC Treasurer
Tax and Other External Reporting; Policy/Standards Management			
- Prepare and submit annual 990 and 1099/1096 annual tax reports for HOC and GHYF; Prepare updated HOC and GHYF W-9 forms as needed			X
- Prepare and submit Virginia Corporation Commission annual report and fees for HOC and GHYF			X
- Prepare and submit Virginia sales tax exemption certificate renewal for HOC			X
- Update if needed Virginia solicitation of contributions annual registration exemption for HOC and GHYF			X
- Prepare and submit Optimist International membership, officer, and bylaws updates when membership/board changes occur			X
- Document and maintain record of HOC Board meetings, votes, decisions, etc.			X
- Maintain Optimist Club of Herndon website content			X
- Develop and periodically review and maintain HOC and GHYF policies, procedures, and technology standards; post them on the HOC web site		X	X
- Implement and monitor compliance with HOC and GHYF policies, procedures, and technology standards	X	X	X

Footnotes:

(1) Required Information for Deposits and Payments

Fairfax County NCS Roster File – use MSExcel template provided by Fairfax County NCS

Fairfax County Youth Sports Scholarship Program League Verification Form and Scholarship data file – use MSWord and MSExcel templates provided by Fairfax County NCS

HOC/GHYF Cash/Check Deposits

- HOC program name or acronym and season/year (e.g., HRYB Fall 2023)
- Business name or person's last name (if program participant's last name is different from person's last name, also include participant's last name so payment can be posted to correct program registration)
- Check number and amount
- HOC financial management system revenue category (e.g., Uniforms $100, Spiritwear $150)
- Total deposit amount

Registration Fees or Equipment/Uniform Deposit Refund Request

- HOC program name or acronym and season/year (e.g., HRYB Fall 2023)
- First and last name of refund recipient
- First and last name of participant (for registration reconciliation purposes)
- If refunding via check, address of refund recipient (street, city, state, zip code)
- Amount of refund
- HOC financial management system expense category (e.g., registration fee refund, equipment/uniform deposit refund, spiritwear refund)

Equipment/Supplies/Services Payment or Reimbursement Request

- HOC program name or acronym (e.g., HRYB)
- Electronic image of order/invoice or payment receipt containing:
    - Business name or first and last name of payment recipient
    - Address of payment recipient (street, city, state, zip code)
    - Amount of payment
    - Description of item/service purchased
- HOC financial management system expense category (e.g., equipment, field maintenance, end-of-year event, awards)
- If required, evidence of pre-approval before purchase was made/order was placed/contract was signed (e.g. email)

Game Official Fees Payment Request

- HOC program name or acronym (e.g., HRYB)
- First and last name of game official
- Address of game official (street, city, state, zip code)
- Amount of payment
- If requested by HOC Treasurer, game official's Social Security Number (needed for IRS 1099-NEC reporting purposes)

All funds collected and items purchased using HOC funds are the property of the HOC unless otherwise approved by the HOC Board of Directors. The standard time period to generate payment for an expenditure is 14 business days after HOC Treasurer receives the required documentation and evidence of pre-approval (if required). If payment is needed sooner than 14 business days, special arrangements must be made with the HOC Treasurer when submitting documentation/approval for payment.

(2) Expenditure Pre-Approvals Required

HOC Board Program Director overseeing the program must pre-approve any purchase/order/contract over $2,000 before the purchase is made/order is placed/contract is signed.

Any purchase/order/contract over $5,000 must be pre-approved by HOC Board of Directors before purchase is made/order is placed/contract is signed. If not included in the program's annual budget review-approval process, the HOC Board Program Director overseeing the program must submit a pre-approval request to the HOC Board of Directors. The pre-approval request must include the following information:
- Purpose of the item/service (e.g., uniforms, spiritwear)
- Amount expected to be spent for the item/service
- Approximate date item/service will be purchased/ordered/contracted
- How much was spent on this item/service last year
- If the amount to be spent for the item/service is more than 10% compared to previous year, why (e.g., we expect a 20% increase in registrations)

An email is an acceptable method for submitting the pre-approval request. The requestor should wait 72 hours for responses and can proceed after a majority of "yes" responses are received from HOC Board Members (HOC Board Members should use "reply all" in delivering their responses). Any payment requests over $5,000 received by the HOC Treasurer, but not approved by the HOC Board of Directors, will be withheld from payment processing and forwarded to the HOC Board Program Director overseeing the program for required approval processing.

(3) HOC Certificate of Insurance (COI) Request Required Information

All requests for COIs that require a specific organization or organizations be stated on the COI as "Additional Insureds" must be sent via email to hocexec@gmail.com no less than four (4) weeks before the tournament/event start date and must contain the following information:

- Tournament/event name, start and end dates, and location (city, state)
- Names of HRYB team(s) attending the tournament/event (HOC Treasurer will use the team roster to calculate the maximum number of players and team staff attending the tournament and covered by the COI)
- Name, mailing address, and tournament/event role for each Additional Insured organization requested to be on the COI. Examples of tournament/event roles are managing/hosting organization, field/facility/property owner, food/beverage provider. Any other roles must be reviewed by our insurance company policy underwriter to determine if they are covered by our policy before our insurance agent can issue the CoI.
- Tournament organizer name, email address, and phone number for COI communication purposes

(4) Financial Management System Profit/Loss and Cash Balance Reporting Instructions

Each of the sports and civic programs has their own “class” (aka operating division) within the Optimist Club of Herndon, VA “company” and GHYF “company”; you must select your program’s “class” name to get only your specific program’s financial information; if you do not select a “class”, you will get the financial information for all sports and civic programs

“Net Operating Income” reflects the operating (checking) account balance; “Net Other Income” reflects the operating reserve (savings) account balance

Instructions:

1. Sign-in to financial management system (https://qbo.intuit.com/qbo1/login)
2. Click on either the Optimist Club of Herndon VA or GHYF “company”
3. Under “Reports”, select the “Profit and Loss” report
4. Click on “Customize”
    a. Profit/loss reporting for a specific season/period of time:
        i. Select a “Report Period” of “Custom” and enter the season/period begin and end dates
        ii. If you want current and prior season/period comparisons, under “Rows/Columns” click the “Prior Period (PP)” box and “$ Change” and/or “% Change”
        iii. Under “Filter”, select the “Class” name for your specific sports/civic program (e.g., Lacrosse)
    b. Cash balance reporting:
        i. Select a “Report Period” of “All Dates”
        ii. Under “Filter”, select the “Class” name for your specific sports/civic program (e.g., Lacrosse)
5. Running/exporting reports:
    a. Click “Run Report” button on the bottom of the page to generate the customized report
    b. Click on any dollar amount on the P&L report to bring up the transactions that comprise that dollar amount; click the browser back button to return to the P&L report
    c. If you want to export the report contents, click on the “Export” button on the top of the report page
6. Memorizing commonly used customized reports:
    a. Click the “Save Customization” button after running the report
    b. Give your report a name in the “Custom Report Name” box
    c. Saved reports are located under “My Custom Reports” on the Reports page
    d. Highlight the saved report and click “Run Report”