

USBC Rules for League Funds and League Officers' Responsibilities

Guidelines and Procedures

Introduction

The United States Bowling Congress (USBC) has established a set of rules and guidelines to ensure the proper management of league funds and the responsibilities of league officers. These rules are designed to promote transparency, accountability, and integrity within the league operations.

League Funds Management

Proper management of league funds is crucial to the success and credibility of any bowling league. The USBC provides clear guidelines on how league funds should be handled to prevent misuse and ensure that all financial transactions are conducted ethically.

Collection of League Fees

League fees, which include dues, prize funds, and other assessments, must be collected by a designated league officer, usually the treasurer. These fees should be collected in a timely manner, preferably at the beginning of the season or prior to the start of each league session.

Depositing Funds

All collected league fees must be deposited into a league checking account within one week of receipt. This ensures that the funds are safeguarded and reduces the risk of loss or theft. The league checking account should be established at a reputable financial institution, and it must be a separate account used exclusively for league transactions.

Recording Transactions

Accurate and up-to-date records of all financial transactions must be maintained. This includes detailed records of all deposits, withdrawals, and expenditures. The treasurer is responsible for keeping these records and providing regular financial reports to the league officers and members.

Disbursement of Funds

League funds should only be disbursed for legitimate league expenses, such as lane fees, prize funds, and league supplies. All disbursements must be authorized by the league officers, and proper documentation, such as receipts and invoices, should be retained for all transactions.

Annual Financial Audit

At the end of each league season, an independent audit of the league's financial records should be conducted. This audit can be performed by a committee of league members who are not involved in the management of league funds. The audit ensures that all transactions have been properly recorded and that the league funds have been managed in accordance with USBC guidelines.

Responsibilities of League Officers

League officers play a vital role in the administration and success of the league. The USBC outlines specific responsibilities for each officer to ensure that the league operates smoothly and fairly.

President

The president is responsible for overseeing the overall operations of the league. This includes presiding over league meetings, ensuring that league rules and USBC regulations are followed, and addressing any disputes or issues that arise. The president also has the authority to sign checks and authorize disbursements of league funds.

Vice President

The vice president acts as a backup to the president and assumes the president's duties in their absence. The vice president also assists with league operations and may be assigned specific tasks by the president.

Secretary

The secretary is responsible for maintaining accurate records of league meetings, including minutes and attendance. The secretary also handles league correspondence, maintains the league's membership records, and submits required reports to the USBC.

Treasurer

The treasurer is responsible for managing the league's finances. This includes collecting league fees, depositing funds, recording financial transactions, and disbursing funds. The treasurer must provide regular financial reports to the league officers and members and ensure that the league's financial records are accurate and up-to-date.

Sergeant-at-Arms

The sergeant-at-arms maintains order during league meetings and ensures that the meetings are conducted in accordance with league rules and USBC regulations. The sergeant-at-arms may also be responsible for handling disciplinary matters and enforcing league policies.

Rules Pertaining to Checking Accounts

The USBC provides specific guidelines for the management of league checking accounts to ensure that league funds are protected and properly managed.

Establishment of Checking Accounts

League checking accounts must be established at a reputable financial institution and used exclusively for league transactions. The account should be opened in the name of the league, and the league president and treasurer should be signatories on the account.

Authorization for Transactions

All transactions involving the league checking account must be authorized by the league officers. This includes deposits, withdrawals, and disbursements. Dual signatures may be required for checks and other financial transactions to ensure accountability.

Bank Statements

Bank statements for the league checking account should be reviewed regularly by the league officers. This helps to identify any discrepancies or unauthorized transactions and ensures that the account balance is accurate.

Reconciliation of Accounts

The league checking account should be reconciled on a monthly basis. This involves comparing the bank statement with the league's financial records to ensure that all transactions have been properly recorded and that the account balance is accurate.

Record Retention

All financial records, including bank statements, deposit slips, check registers, and receipts, should be retained for a minimum of three years. These records are essential for auditing purposes and provide a historical record of the league's financial transactions.

Conclusion

Proper management of league funds and adherence to USBC guidelines are essential for the success and integrity of any bowling league. By following these rules and responsibilities, league officers can ensure that the league operates smoothly, transparently, and fairly, providing a positive experience for all members.