



Stafford Recreation Commission Financial & Program Report

Programs in the Town of Stafford that use town facilities (fields, gymnasiums, etc.) and/or receive funds from the Stafford Recreation Commission MUST follow these guidelines for spending and reporting on the use of these funds and/or the use of the facilities.

I. EXPENDITURE JUSTIFICATION FORM *

II. ANNUAL SUMMARY OF EXPENSE AND REVENUE, CASH **

III. PROGRAM REPORT INFORMATION ***

- Program administration (board, executives, lead decision makers), Affiliations, Risk Management
- # players, age ranges, seasonal year, challenges, registration dates & costs, website

IV. FINANCIAL REPORT GOVERNANCE DOCUMENTS

1. Certificate of Insurance (CoI)
2. A copy of the organization bylaws or constitution
3. Segregation of Duties structure (Expense Approval authority vs Check Signing authority)
4. Last bank statement
5. An end of the year balance statement and any outstanding expenses.
6. A copy of the latest tax return for your organization, if filed
7. 501(c)(3) status & EIN #, if applicable

The above information **must be** submitted to the Recreation Department at Stafford Town Hall prior to stipend funds being released and prior to permission to use the facilities being granted.

Please submit this form **no later than 30 days upon completion of your primary season** of the fiscal year and all reports/documents to: Stafford Town Hall, 1 Main St. Stafford Springs, CT 06076, Attn. Recreation Department or email at staffordtownhall@staffordct.org

SIGN _____ DATE _____
TITLE _____

My contact information is: cell # _____
email _____@_____

Organization Emailing Address _____@_____

Organization Postal Mailing Address _____
Stafford Springs, CT 06076

I. Stafford Recreation Commission Expenditure Justification *

Programs in the Town of Stafford that use town facilities (fields, gymnasiums, etc.) and/or receive funds from the Stafford Recreation Commission will follow these guidelines for spending and reporting on the use of these funds and/or the use of the facilities.

All monies given to support Stafford Recreational programs are to be used to help defray the cost of direct operational expenses. Operational expenses include equipment necessary for activity participation (baseball helmets, footballs, basketballs, goals), any apparatus for safety purposes (helmets, pads), fees for officials, referees or umpires, and expenses directly associated with securing the venue for the activity (gym time, lighting costs).

Expenses **NOT** covered are uniforms, training expenses, league entry fees and discretionary tournaments or activities.

I _____, am the President of or have the
(Print first and last name)
responsibility of running the program for _____.
(Stafford Program)

This program receives \$_____ from the Stafford Recreation Commission budget.

This past year () the program has used the funds provided by the Stafford Recreation Commission for: (please include dollar amount and item description)

This past year (_____) the program has used the following town facilities to operate their programs: (please include each facility location)

II. ** Sample Report summarizing expenses, revenue sources, and how cash is handled

Nature of Expense	Amount annually (round to nearest \$100)	Description (Example Responses)
Purchase Uniforms		100 kids, \$50/uniform
Pay officials		25 games, \$120/game
Purchase equipment		Soccer balls, baseballs, helmets, list a separate line for each major piece of equipment procurement
Higher body affiliation		\$15/kid, 100 kids \$5/volunteer, 25 volunteers
League/Tournament entry fee		
Trophies / Awards		Allocate \$15/trophy per player
Goods & Services		Operate concessions
Miscellaneous		Be as specific as possible
Source of Revenue	Amount annually (round to nearest \$100)	Description (Example Responses)
Online player registration		\$75/kid, 100 kids, Travel \$35/kid, 50 kids, Rec
Manual paper registration		Cash or check
Concessions		
Donations		
Sponsorships		
Fund Raising		
How/When Cash is Handled	Amount annually (round to nearest \$100)	Handling Description (oversight to minimize mismanagement)
Registration		
To pay officials		
Concessions		
Raffles		
Fund-raising expenses		

III. PROGRAM REPORT INFORMATION: ***

President	
Treasurer	
Key Board Members	
Financial Segregation of Duties	
Stipend Mailing Address	
Primary Playing season	
# participants & gender	
Age ranges	
Location of games	
Location of practices	
Registration Open & Close Dates	
Registration fees	
Nature of expenses	
Affiliations (higher body)	Ex. Little League International or US Soccer
# volunteers for background check	
Risk management	
Fund Raising	
Sponsorships	
Challenges	
Offseason activities	
Equipment Suppliers	
Online Registration?	
Online Payment?	
Scholarship / Reduced Fee Policy	
Code of Conduct	
Apparel	
IRS 501 (c) (3) status Yes/No, EIN #	