

## LOCAL LEAGUE ACCOUNTING PROCEDURE

Funds raised anywhere in the name of Little League® constitute a valid trust. Sources (revenues) and uses (expenses) of funds raised must be recorded properly and appropriate actions taken to safeguard these funds. To help local leagues establish and maintain financial records, the following accounting procedure has been prepared and is offered as a guide. It is suggested that every league adopt a plan or some reasonable modification of this procedure to suit circumstances of local administration.

It is the responsibility of a league's Board of Directors to require its Treasurer to keep accurate financial records and make adequate financial reports monthly, a final report once a year at the close of the fiscal period, and file tax forms to meet the federal and state requirements.

Effective at the end of the current fiscal year (normally September 30), each league will furnish the District Administrator and Little League International with a copy of the annual financial report. The financial report must show receipts and payments for the year and the financial status of the league at the close of the fiscal period.

It is recommended that the league secure the services of a Public Accountant to set up such books and records, and assist the Treasurer in the proper recording of transactions and the preparation and audit of financial reports.

All funds received must be deposited in a bank account; all payments must be by either check, Automated Clearing House (electronic check), or credit/debit card. Two signatures are required on each check - that of the Treasurer and that of another officer or director.

To assist in setting up audit records for the league, the following chart of accounts and sample statements are suggested. It may be desirable to expand the chart of accounts if the league wishes to break down the items by Minor, Major, Intermediate 50/70, Junior, and Senior League Baseball; and Minor, Major, Junior, and Senior League Softball operations. Leagues that have no property will delete those accounts that do not apply to their operation.

### SAMPLE CHART OF ACCOUNT FOR LOCAL LITTLE LEAGUE ACCOUNTING RECORDS

#### Current Assets:

- Checking Account
- Savings Account
- Petty Cash

#### Fixed Assets:

- Land
- Buildings and Improvements
- Field Equipment
- Concession Equipment
- Office Equipment

#### Deferred Charges:

- Playing Equipment & Supplies
- Concession Supplies

#### Current Liabilities:

- Accounts Payable
- Notes Payable
- Interest Payable
- Taxes Payable

#### Fixed Liabilities:

- Mortgage Payable
- Other

#### Income:

- Sponsor Fees
- Collections at Games
- Advertising
- Accounts Receivable
- Concessions
- Fund Raising Projects
- Other

#### Expense:

- Baseball Equipment & Supplies
- Field Equipment & Supplies
- Utilities (water, electricity, gas, concession equipment, telephone)
- Rent
- Maintenance and Repairs
- Office Expenses - Administrative
- Concession Expense
- Interest
- Taxes
- Depreciation
- Background Check Fees
- Miscellaneous
- Charter Fee
- Insurance
- Tournament Entry Fee

#### Net Worth:

**NOTES:**

- Accounts, as applicable, should be sub-divided to show income and/or expenses for softball and baseball in the Tee Ball, Major, Minor, Junior, Senior, and Challenger Program operations.
- Insurance should be sub-divided to show: Accident, Liability, Crime, Directors and Officers Liability and locally purchased insurance against fire, flood, property theft, etc.
- Equipment and Supplies: Uniforms and patches, baseballs, softballs, bats, etc.
- Field Equipment and Supplies: Bases, tools, stands, scoreboards, etc.
- Maintenance and Repairs: Field, buildings.
- Concession Expense: Food and beverages, novelties and merchandise, etc.
- Office Expense: P.O. box rent, stationery, postage, etc.
- Miscellaneous: Legal, tournament, background check fees, awards (pins, pictures, certificates), etc.

\_\_\_\_\_ **Little League**

\_\_\_\_\_ **League ID Number**

\_\_\_\_\_ **Federal Employer Identification Number**

**STATEMENT OF INCOME AND EXPENSE FOR THE FISCAL  
 YEAR ENDING 20 \_\_\_\_\_  
 IN THE \_\_\_\_\_ Baseball/Softball Division**

**Income**

Sponsor Fees .....	\$	
Collection at Games .....	\$	
Advertising (fence, scoreboard, etc.) .....	\$	
Concessions .....	\$	
Fund Raising Projects .....	\$	
Registration Fees .....	\$	
Other .....	\$	
<b>TOTAL INCOME</b> .....	<b>\$</b>	

**Expense**

Charter Fee .....	\$	
Insurance .....	\$	
Baseball Equipment and Supplies .....	\$	
Field Equipment and Supplies .....	\$	
Utilities .....	\$	
Rent of Property .....	\$	
Maintenance and Repairs .....	\$	
Concession Expense .....	\$	
Office Expense .....	\$	
Interest and Taxes .....	\$	
Depreciation .....	\$	
Miscellaneous .....	\$	
Background Check Fees .....	\$	
Tournament Fee .....	\$	
<b>Total Expense</b> .....	<b>\$</b>	

Surplus or Deficit .....\$ \_\_\_\_\_

\_\_\_\_\_  
**Little League**

\_\_\_\_\_  
**League ID Number**

\_\_\_\_\_  
**Federal Employer Identification Number**

**STATEMENT OF ASSETS AND LIABILITIES AS OF 20 \_\_\_\_\_**

**Current Assets:**

Checking Account .....\$ \_\_\_\_\_  
Savings Account .....\$ \_\_\_\_\_  
Petty Cash .....\$ \_\_\_\_\_  
Accounts Receivable.....\$ \_\_\_\_\_  
TOTAL CURRENT ASSETS .....\$ \_\_\_\_\_

**Fixed Assets:**

Land .....\$ \_\_\_\_\_  
Buildings and Improvements .....\$ \_\_\_\_\_  
Field Equipment.....\$ \_\_\_\_\_  
Concession Equipment .....\$ \_\_\_\_\_  
Office Equipment.....\$ \_\_\_\_\_  
TOTAL FIXED ASSETS .....\$ \_\_\_\_\_

**Deferred Charges:**

Uniforms, Bats, Baseballs.....\$ \_\_\_\_\_  
Concession Supplies .....\$ \_\_\_\_\_  
TOTAL DEFERRED CHARGES.....\$ \_\_\_\_\_

TOTAL ASSETS .....\$ \_\_\_\_\_

**Current Liabilities**

Accounts Payable.....\$ \_\_\_\_\_  
Notes Payable .....\$ \_\_\_\_\_  
Interest Payable.....\$ \_\_\_\_\_  
Taxes Payable.....\$ \_\_\_\_\_  
TOTAL CURRENT LIABILITIES.....\$ \_\_\_\_\_

**Fixed Liabilities:**

Mortgage Payable .....\$ \_\_\_\_\_

TOTAL LIABILITIES .....\$ \_\_\_\_\_

NET WORTH .....\$ \_\_\_\_\_