

**USPSA INCOME/EXPENSE PROTOCOL**  
**USPSA, TEAM USA, 501(c)(3) UMBRELLA TEAMS**

**INCOME**

- 1) All income received and deposited into the USPSA bank account belongs to USPSA and is for the benefit of the Association. It cannot be earmarked for any individual.
- 2) All income received and deposited into the TEAM USA bank account belongs to TEAM USA and is for the benefit of the Team. It cannot be earmarked for any individual.
- 3) All income given to a 501(c)(3)-umbrella team belongs to that team. It cannot be earmarked for any individual.

**EXPENSES**

- 1) Checks written on the USPSA bank account shall be for the benefit of the USPSA organization and its teams. Line items for these expenses shall appear in the budget.
- 2) Checks written on the TEAM USA bank account shall be for the benefit of TEAM USA. Line items for these expenses shall appear in the budget under International Expenses.
- 3) Checks written on 501(c)(3) umbrella team accounts shall be for the benefit of the team.
- 4) Non-budgeted expenses may be approved and paid by moving funds from a budgeted project with approval of the Executive Board.
- 5) Team equipment paid for by USPSA funds out of any account become the property of USPSA or its affiliate.
- 6) All reimbursable expenses must be submitted within 90 days of the expense or event.
- 7) All expense reports must have receipts and or supporting documents for the reimbursable expense.

**SPONSORSHIP DONATIONS**

**Conference Cups:**

All Title sponsor agreements of USPSA Conference Cups are for the benefit of the USPSA.

All funds received by the USPSA from a sponsor for any of the annual conference cups belongs to USPSA and will be deposited in the main USPSA bank account.

### **International Tournaments:**

- 1) All funds received from sponsors for international tournaments that Team USA will be participating in will be deposited into the Team USA account. The income will be used for the expenses of the team and its support staff:
- 2) Payment of any other team expense that the board deems necessary and/or pertinent.
- 3) Any emergency repairs or equipment purchases on behalf of a player by a USPSA representative will be fully reimbursed back to the USPSA for any services rendered or parts purchased upon the return of the player from the competition.
- 4) At the conclusion of the tournament, if any funds remain in the tournament's account, athletes may apply for reimbursement or partial reimbursement for team expenses. If there are more requests than there are funds, the USPSA president and treasurer will apportion the remaining funds in a fair manner.
- 5) All expenses must be submitted for reimbursement within 90 days of the event. No expenses will be paid beyond 90 days of the event.