

# Central Valley Li'l Warriors General Board Meeting Minutes

## 5/22/2023 @ Center Stage

**Type of Meeting: General Board Meeting**  
**Called to Order at 7:04pm by Kayla Eller, President**

1. Approval of Minutes from last meeting
  - a. Accepted by: Mike Leonard and Matt Morgan
  
2. Treasurer's Report:
  - a. Monthly Financial Report: Attached
  - b. Current Balance: \$153,295.90
  - c. Treasurer Updates: Brought in money from Bingo, registration and sponsorship donations. Expenses included equipment for football, a freezer for the concession stand, scholarship prizes and the deposit for this year's banquet.
  - d. Accepted by: Bill Guntrum and Ashley Leheny
  
3. Committee Reports:
  - a. Football
    - i. BCYFL Report/Updates: Meeting on 5/8/23.
      1. Any proposed by-law changes: There was a quick vote as to move the start of the season up or keep the normal start. The vote was 10-2 to keep the normal start date due to getting scrimmages in and getting the kids work.
      2. Other: Championship game will be in Aliquippa this year. Likely either 11/11 or 11/12. Harv is waiting for confirmation and pricing to be finalized. Hopewell will host the senior bowl on 11/18, times TBD. National Sports ID is open. Emails will be sent out shortly for game start times for all teams. Referee fees will remain the same. There is a ref shortage again due to parents' behavior (threats, yelling, confrontation type issues). Later games help with scheduling so we should be in a good position with our home games. 7/24 is heat acclimation week, 7/31 is full pads & contact. We can reach out to Quinn directly to have referees for scrimmages. It was recommended that the clearances for the field have the team affiliation on them which ours do. The "kickoff picnic" will be Sunday, 7/23, place & time TBD, more info to follow. North Catholic has dropped out. The schedules are going to change – no info yet.
    - ii. Organization Report/Updates:
      1. Registrations are open & will continue through June 30<sup>th</sup> pending numbers. Current numbers as of 5/21:  
Mighty Mites - 29  
Termites - 25  
Twerps – 15

2. Talk & Toss: Talk & Toss was a success. Just like last year, the rain held off for us. Much appreciation to the high school boys for helping out and all the hard work of everyone for putting that together.
  3. Workouts: Jaycen has talked to coaches & says workouts seem to be going well.
  4. Other: Discussions from a handful of coaches was looking into purchasing a better camera for recording games. Feel it will be beneficial to the Organization for years to come as film watching is growing through the ranks more and more each year. Jaycen has the link from Mark Lyons on the type of camera they use, and the film quality is outstanding. Just wanted to throw it out there and see what people think. Hopefully soon coaching staff will get assembled and we can get ready for the start of the season.
- iii. Accepted by: Jenny Fink and Lara Leonard
- b. Cheerleading
- i. General Report: This week is mini camp for competition squads, other squads second week of June and third week of June.
  - ii. Accepted by: Bryan Marsh and DJ Fink
- c. Fundraising
- i. Bingo Report: \$5,888 this month, we are still projecting to be ahead of the budget of \$70,000. Hoping to hit \$74,000.
  - ii. General Report: Bowers Hoagie sale information was sent out. Executive Board decided to do 3 family fundraisers that will give the families a chance to make back money - Hoagies, Bruster's, and Pappy J's (which is new and will be later in the season). Sports Factory designs are in place and will go live mid-June. They need three weeks to get everything. Delivery will be after the first official game. Yeti cooler with Booze, Wines and Spirits and possible local bars to sponsor booze. Pappy J's and The Crafty Pugs will be sponsoring the cooler. 50/50 every game to help offset costs. Granata Family GoFundMe is up to \$30,000. There are shirts available for sale for the Granata Family, make sure you put CVLW for Organization. Eric Popovich will donate a bottle from Mike's list for the Yeti Cooler raffle.
  - iii. Accepted by: James Peters and Thomas Howard
- d. Equipment
- i. General Update: Waiting for reconditioned helmets to come back. All new helmets are in. DJ ordered a few odds and ends like mouth pieces. Possibly need practice pants. Helmet stickers need to be ordered.
  - ii. Football Uniform Update: Jerseys are in & look great. Pants still need to be ordered.
  - iii. Accepted by: Jenny Fink and Bill Guntrum

e. Grounds

i. General Update:

1. Scoreboard update: Scoreboard part was sent into Varsity.
2. Shed Project: No updates.

Other:

- a. The shed formerly used by the Motorcycle training program was donated to us. Bill received the keys today. This will be used as a grounds shed so under the press box can be only football items. Bill will begin moving the grounds equipment.
- b. Water is on at the facility.
- c. Hot water tank is replaced & working.
- d. Field has been fertilized.
- e. Will be fixing fence within the next week or so.
- f. Need mouse traps for the concession stand.
- g. Meeting gentleman to look at scoreboard next Thursday to see if he can fix the numbers.
- h. Lights for the field are functioning. A few are burned out but no need for concern yet.
- i. Please ask kids to pick up after themselves after workouts. Executive Board needs to clean up before we leave the fields. What do we have to do to turn sprinklers on, there is a leak? Can't do anything about it until school is out then we can turn it on. May move practices to upper field when they start fixing the field. Ask school if they sprayed the upper field for ticks or do we need to (Jenn to ask).

ii. Accepted by: Mike Leonard and Lara Leonard

f. Concession Stand

- i. General Report: Kona Ice guy called to apologize for not showing up to Talk & Toss. Jess will be cleaning over the next couple of weeks so if you want to help, stop in. We got a new freezer. Former owner of Spanky D's restaurant is selling a point-of-sale system. The Executive Board approved purchasing for \$300. She will let Mike know more details when she is back from vacation. Need mouse traps for stand.
- ii. Accepted by: Ashley Leheny and Matt Morgan

4. Open Issues

- a. Clearances: Reminder - ALL football coaches & cheer sponsors must have clearances on file before they participate in any practices (no exceptions). Kayla will have Notary equipment at all meetings.
- b. CRP training – Holding our first CPR Certification Course on Wednesday, May 24<sup>th</sup> at 6pm. We had 15 people respond to the Google Form – some already have the certification, some can't do any of the days we offered. We will try to coordinate offering another day.

c. Audit Report - Attached.

5. New Business

- a. Vandalism incident – More to come. We had a break in that busted door at press box, someone drove through the field then someone broke into the press box again. Shane Fabian (cheer dad) offered us a commercial camera system. He installed one camera with the monitor & system. Will be installing more cameras.
- b. Internet – Jenny & Kayla met with Comcast at the field on 5/13. We are waiting to hear from the construction department.
- c. Head Coaches need to get any DEFINITIVE assistant coaches to Jenn so she can begin working on clearances.
- d. Shop day at Dick's – July 14-17 at BVM & Robinson. Later they will offer a 10% discount online.
- e. Will be beginning Give Back Bin in the next few weeks to help kids with cleats especially – any objections? No. Will start in the next week or so.
- f. Open Floor: Matt asked a couple Twerps on the edge if they want to sign up if they can practice before they register. Kayla will find out, if a kid gets injured are they covered by our insurance if they aren't registered. Optional starts June 12<sup>th</sup>, insurance is paid by registration.
- g. Accepted by: DJ Fink and Bill Guntrum

6. Meeting adjourned @ 7:40pm

- a. Accepted by: Jenny Fink and Matt Morgan

*/s/Kayla Eller, President*

*/s/Jenn Checketts, Secretary*



Central Valley Li'l Warriors

P.O Box 95, Monaca, PA 15061

5/22/2023

## Audit Report

In April & May of 2023, the undersigned Executive Board members acted as Trustees to perform an examination of the Central Valley Li'l Warriors financial records from 2021 & 2022. To the best of our knowledge, all money is accounted for.

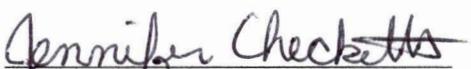
The Trustees would like to note that this is not a full & complete Audit due to not having the completed documentation required to conduct such an Audit. The financial records from 2021 & 2022 are missing a great deal of receipts and deposit record paperwork. We consider this to be a "baseline Audit" for future years.

The Trustees recommend the following:

- All persons follow proper approval protocol outlined in our By-Laws & Appendix II.
- Receipts must be turned in to the Treasurer within 5 days of purchase whether an organizational debit card was used or not. The Treasurer needs to be sure electronic receipts are printed & put in each monthly folder.
- All expenditure receipts be attached to a Reimbursement form (Attachment #4 to the 2023 By-Laws).
- All deposits be separated based on category & deposit slips be attached to a Cash Out Record Form and/or Event Cash Record (Attachment #3 to the 2023 By-Laws) for tracking purposes.
- The Treasurer shall check the bank statement each month to be sure copies of cleared checks are attached to the statement. If our bank continues to exclude copies of checks, consider a different bank.

Trustees:

  
Kayla Eller, President

  
Jennifer Checketts, Secretary

  
Bill Guntrum, Head of Grounds

**Central Valley LII Warriors  
2023 Financial Worksheet  
MAY 22, 2023**

Expense Description	2023 Actuals	2023 Budget	Expense Variance	2022 Budget	2022 Actuals	2022 Profit/Actual Expense	Income Description	2023 Income	2023 Budget	2022 Actuals
Electric	\$ 634.37	4,000	(3,366)	4,000	3,823.61		Bingo	\$ 27,257.14	50,000	70,298.25
Lawn		1,000	(1,000)	4,200	-		Lottery Ticket (offset by exp)		10,000	20,000.00
Medic		2,600	(2,600)	2,600	2,175.06		Registrations	\$ 29,685.34	6,000	7,382.16
Porta Johns		4,000	(4,000)	4,000	3,056.00		Spirit Wear		1,500	300.00
Ref Fees		4,000	(4,000)	3,100	3,375.00		Homecoming Programs (offset by exp)		-	850.00
Security		500	(500)	500	-		Sponsorship / Donations	\$ 6,200.00	3,000	1,400.00
Trash (put on standby Nov-May)	\$ 386.41	3,500	(3,114)	4,000	4,965.43		Concession Stand		13,000	38,281.09
Business Supplies	\$ 186.60	2,000	(1,813)	2,000	1,582.60		NCAA Bracket Fundraiser	\$ 105.00	3,000	1,215.00
All Star (Cheer and FB)		1,200	(1,200)	1,000	1,125.00		Tagging		3,000	-
Beravement/Injury		500	(500)	200	438.00		Misc Income	-	-	8,403.51
Insurance	\$ 575.00	5,750	(5,175)	4,000	5,496.80		Banquet Income (50/50 & Auctions)		-	4,087.00
Homecoming (Income offset)		1,200	(1,200)	500	1,179.15		Banquet Ticket Income			7326.90
Executive Dinner		750	(750)	500	1,149.77					
BCYFL Fees/Fines	\$ 1,025.00	1,000	25	1,000	675.00					
Banquet	\$ 500.00	12,500	(12,000)	12,500	18,431.68	\$ 7,017.78	Volunteer Check (Venmo)	\$ 200.00		
Loss (bounced checks)		200	(200)	100	30.00		Cheer Accessories Package	\$ 24,638.20		
Grounds	\$ 14.05	5,000	(4,986)	5,750	4,139.39					
Football (\$15,705.43)	\$ 20,705.43	17,500	3,205	10,000	10,706.28					
Capital Investments	\$ 635.95	3,000	(2,364)	35,000	21,146.79					
Cheer	\$ 1,081.73	175,000	(173,918)	10,000	6,181.77					
Spirit (Paint/ Treats)		1,500	(1,500)	1,500	112.22					
Registration Shirts/Expenses	\$ 444.91	3,500	(3,055)	2,500	3,247.79					
Scholarships	\$ 2,060.00	3,100	(1,040)	2,000	3,074.20					
Talk & Toss Event	\$ 87.76	100	(12)	100	-					
Line Painting		2,500	(2,500)	2,000	1,987.50		Savings Transfer (Helmets/ Capital Invest)	\$ 10,229.95	10,300	
Community Game		400	(400.00)	300	417.54					
Concession Stand Expenses	\$ 1,328.56	income offset	-	income offset	24,946.77	13,334.32				
Lottery Offset by Income	\$ 130.00	income offset	-	income offset	7,021.50	12,978.50				
Expenses carried over from 2021	\$ -	-	-	-	2,097.00					
Expenses carried over from 2022	\$ 1,428.28	-	-	-	-					
<b>Total</b>	<b>\$ 31,224.05</b>	<b>256,300.00</b>	<b>(225,076)</b>	<b>113,350.00</b>	<b>132,581.85</b>		<b>Total</b>	<b>\$ 88,085.68</b>	<b>89,500</b>	<b>159,543.91</b>

Outstanding Checks	Amount
Spirit (Cheer Accessories)	\$ 25,331.00
Scholarship #2	\$ 1,000.00
	<b>\$ 26,331.00</b>

Riddell Unpaid Football Invoices

Paid 2/6/2023	\$ 1,317.93
	\$ 110.35
	<b>\$ 1,428.28</b>

Starting Balance 2023	as of 2/7/23	85,440.22
Funds moved into CD's (6 mo.) 6/2/22		15,074.87
Funds moved into savings 2/28/22		
*\$10,229.95 Helmets 3/20/23	future projects	\$ 9,886.64
<b>Current Bank Balance</b>	<b>as of 4/24/23</b>	<b>\$ 153,295.90</b>
Outstanding Checks/Expenses		26,331.00
Outstanding Deposits		535.00
<b>Total Recon Balance</b>	<b>as of 4/24/2023</b>	<b>127,499.90</b>

Outstanding Deposits	Amount
Pending Check Deposit	\$ 375.00
Threadz N Ink fundraiser	\$ 160.00
<b>Totals</b>	<b>\$ 535.00</b>

**Central Valley Li'l Warriors Financial Report**  
**Covering Period for: 4/24/2023-5/22/2023**

Cash on hand at beginning of fiscal year (2/1/23)	\$	85,440.22
Cash on hand at beginning of period per last report		<b>\$116,239.02</b> *
<b>ADD CASH RECEIVED DURING PERIOD:</b>		
Bingo	\$6,676.51	
Lottery Tickets		
Registration	10,521.02	
Spirit Wear		
Homecoming Programs		
Sponsorship Donations	5,475.00	
Concession Stand		
Fundraisers		
Tagging		
Banquet		
Refund/Credit		
Volunteer Check (Venmo)	200.00	
Saving Transfer		
Cheer Accessorie Package	24,638.20	
<b>TOTAL RECEIPTS</b>		<b>\$47,510.73</b> *
<b>TOTAL TO BE ACCOUNTED FOR</b>		<b>\$163,749.75</b>
<b>DEDUCT CASH DISBURSED:</b>		
Football Equipment	\$6,059.53	
Cheer	\$ 581.73	
Registration Expenses		
BCYFL Fees/Fines		
Lottery (Offset by Income)		
Concession Stand Expenses (Offset by Income)	\$1,328.56	
Capital Investments	\$635.95	
Scholarships/Donations	\$1,060.00	
Electric	\$165.61	
Trash		
Business Supplies	\$20.66	
Security		
Medic		
Porta Johns		
Lawn		
Grounds	\$14.05	
Line Painting		
Referee Fees		
Insurance		
Talk n' Toss	\$87.76	
Spirit Committee (Treat Bags/Signs/Paint)		
All-Star Game		
Community Service Game		
Homecoming		
Banquet	\$500.00	
Bereavement/Injury		
Executive Dinner		
Bounced Checks		
2022 Banquet		
<b>TOTAL DISBURSEMENTS</b>		<b>\$10,453.85</b> *
<b>CASH BALANCE AT END OF THE MONTH</b>		<b>\$153,295.90</b> *

Pending Receipts.....  
 Pending Disbursements.....

\$	160.00	Pending Check Deposit \$375.00
\$	26,331.00	Thredznink Fundraiser \$160.00
		Scholarship #2 \$1,000.00
		Spirit (Cheer Accessories) \$25,331.00

  
 \_\_\_\_\_  
 Jenny Fink, Treasurer  
 5/22/2023  
 \_\_\_\_\_  
 Date