



To: All RAGE Team Treasurers

From: Erik Hofstede

Re: Spreadsheet Instructions

Dear Team Treasurer:

Attached are the Excel spreadsheets for you to use to perform the financial accounting function for your daughter's team. The spreadsheets are saved under the name "GP 002 – Accounting Spreadsheet Sample". This includes the following linked spreadsheets:

- 1) **Account Summary** – this will be your master worksheet and is linked to all of the subsequent player account statements. You should enter all information on this sheet and it will automatically update each player's individual statement (as indicated on the worksheet tabs, player 1, 2, etc.). To begin, you may fill in the information that relates to your team, for example, change the age group from UXX to U12 or your team's birth year. Also, you should change the headings that currently read "Player 1," etc. to each player's name. I have included some descriptions under cash receipts and expenses, but you may change any of these descriptions or make them blank. ***Note: If you add or delete any rows this will affect all linked spreadsheets and you will have to reformat each linked sheet – so it will be easiest if you work with the rows provided.*** If you need to add rows and are having difficulty, you may contact me for assistance. You will notice that I have put a few numbers in the first rows of the cash receipts and expenses lines. This is so that you can see that the worksheets are linked and will help familiarize you with how they work. Once you have seen how the worksheets are linked, you can replace these amounts with zeros in the Account Summary to begin with a fresh worksheet. (Don't change the numbers directly on the individual account statements or the link format will no longer work). You may also change the wording on the spreadsheet tabs. I use the first three letters of the player's last name to identify their individual statement tabs (just double click on the tab and type the new information).
- 2) **Cost Summary** – this worksheet is also linked to the Account Summary spreadsheet. Under the column "Average Amount Per Player," you will need to change this formula if you have more or less than 16 players. The cells currently take the amount from the "Total" column and divide the amount by 16. You will also need to manually enter the allocation codes that correspond

to the expenses and manually total the “Cost Summary” section at the bottom of the spreadsheet. This is just a summary schedule and this one schedule can be distributed to all families. The purpose of this schedule is to show the total team costs and then each player’s allocation of the cost. This is helpful because the individual statements only have each families allocated expenses reported on it.

- 3) **Player Statements** – these are tabs, currently numbered Player 1, 2, etc. When you open each players tab, you should change the headings to include your team/player information. For example, change UXX to your age group, add the statement date, and add the players name where indicated. The amounts and descriptions come directly from the Account Balances spreadsheet and should not be changed here. Also, add your name and phone number to the bottom of the statement as the contact person.

If you have any questions or difficulties with these spreadsheets, please feel free to contact me by email at Erikhofstede@pleasantonrage.org

Thank you again for taking on this important role for your team.

Sincerely,

Erik Hofstede