

# Heritage Athletic Booster Club

## Policies and Procedures for Booster Club

### Money Handling

#### Fund Requests

-Fund Request Forms **must** be used for all requests. Copies of these forms will be at every Board meeting and in the Booster Club box in the school office in case they are needed.

- When possible it is preferred that expenses be paid directly to the vendor instead of to the Board member requesting the funds. Our Booster Club will be able to deduct the sales tax if we pay directly to the vendor. We cannot recoup sales tax when the Board member pays for the expense and is then reimbursed.

-All checks submitted by Fund Request will be paid during a regular Board meeting and the 15<sup>th</sup> of every month. If you will not be attending the Board meeting, then you can leave Fund requests in Booster box at school. All reimbursements will be given at meeting or put in box. If you want your reimbursement mailed, please inform the Treasurer on the Fund Request.

-Receipts should NOT include personal expenses on them. This causes confusion for the Treasurer.

-Your name and committee/team should be on the bottom of each receipt that is turned in.

-Please keep a running total of Fund requests if you are the committee chair/coach. These will be helpful when recounting your totals for the "End of Year" report. If you submitted a request and are not a committee chair/coach, please give your Fund Request total/items to the chair or the coach.

-All Fund Request forms must be approved by the Booster Club President or their designee and the treasurer prior to writing the check. No check will be written without a Fund Request form.

- Requests for funds must coincide with a line item on the budget.

## Money Collection/Handling Procedures

-If a cash box/till is needed for an activity, then a Fund Request form will need to be submitted at least 3 business days prior to the event.

-Concession area money drawer is to be concealed from public view and never left unattended at any time when it has money in it. If money is "over flowing" then money should be counted out quickly away from public view and counted out in increments of \$100. IE: if you have a lot of \$20's, sort them in stacks of \$100 and put in Bank bag under the drawer.

-All funds collected at a Booster Club activity/event shall be counted twice by the chairperson or their designee and verified by a second person for accuracy. No Booster Club funds shall be counted ALONE, with a family member or with children under the age of 21. This is for your protection and theirs. Students of HHS are NOT allowed to handle or take money in any way.

-A FUNDS RECEIVED form must accompany ALL funds collected after an event/activity.

-The chairperson or their designee is responsible for seeing that the Treasurer receives the funds or ensuring that the funds were delivered safely to a safe box at the school or to the Athletic Director. The Athletic Director will be on hand for getting the bank bags with funds in them to the school's safe.

-Cash boxes with "opening cash" will be contained in a locked area in the school. This cash will remain in the cash boxes at all times. When you close out an event/activity, the \$200 will remain in the cash box in bill increments that are needed for that committee. The cash box will then be stored in the locked area in the school by the chairperson or their designee. The doors to the "safe area" MUST be locked at all times and cash boxes are ALWAYS to be brought back to the school's "safe area" after an event/activity.

-Before the funds can be deposited, the Treasurer and another person will count the Funds Received, sign off on it and verify for accuracy.