Westerville South Athletic Boosters



Team Accounts Procedures

2017-2018

# Fundraising

* The IRS has stated that cooperative fundraising and IFA’s may disqualify a school booster club from tax exemption.
  + Cooperative Fundraising – Individuals receive credit for funds raised
  + IFA’s- Individual Fundraising Account. When records are kept showing how much each parent/student contributed to the fundraising effort.
* Teams are unable to raise funds to pay for Pay to Participate fees.
* If you have a dine- out Fundraiser, you need to email [WSABtreasurer@gmail.com](mailto:WSABtreasurer@gmail.com) to indicate:
  + Team
  + Date
  + Restaurant (this includes Kona)
  + If the treasurer receives a check that is unidentified, it will be deposited to the Dine-out General Booster Fundraiser account. It is up to the team to track their fundraisers and to inform the treasurer of pending checks.

# Deposit forms

* **Never deposit funds in a personal account** (to later issue check to Boosters)
* Forms are available in AD office or upon request
* List checks with:
  + Check #
  + Last name on check
  + $ amount
* Cash
  + Deposits less than $1,000 need to be deposited within 48 hours.
  + More than $1,000 24 hours
  + Always have 2 people (not related) present when handling cash with 2 signatures required for count verification.
  + Cash needs to be identified. If an athlete or parent makes a payment, the name and amount should be listed on the deposit just like a check.
  + Cash donations or payments should always have a receipt unless not feasible (ex: jar sitting out for donations and small amounts placed in).
    - Receipt book will be provided upon request by the Treasurer.
    - Copy of each receipt should be stapled to the deposit form
    - Cash receipt book is turned into treasurer at the end of fiscal year to ensure no missing receipts.
  + Cash should not be used to purchase item. Ex: Concession- $ should not come out of cash drawer to purchase supplies.
* Keep yellow copy for your records
* Fill out completely and drop off in Athletic Office booster mailbox.

# Check Requests

* Must be used for requests for payment- Available in Athletic Office or upon request.
* Attach an invoice or itemized receipt.
* Utilize check requests for payment to another team account.
* No tax can be reimbursed. We are a 501c3 non-profit organization. To maintain that status and avoid fines, we are not able to pay/reimburse for taxes. Be sure to let vendor/retailor know your purchase is for a non-profit organization.
  + We have ID at Menards, Home Depot and Office Max. More I am sure. If you are aware of a retailor that has WSAB on file, please let me know.
  + Our Tax ID# for exemption is: 83-0398567
  + If you need a blanket exemption form, contact me.
* Coach’s signature is required on check request form
* Fill out form completely and drop off at Athletic Office booster mailbox or mail to address on form.
* Keep yellow copy for your records

# youth camp payment to counselors

* W9 filled out for any one person paid more than $600 prior to any payment issued.
* Any coach that receives supplemental, needs to follow WCSD procedures for payment.

# Team Reports

* Review your statements that are distributed at monthly booster meetings. You should have yellow copies and emails that tie to all transactions.
* Email the treasurer with any concerns/discrepancies.

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* Email treasurer any concerns/discrepancies.

# Communication

* Cheryl Lovell, Treasurer
* **Preferable method is email (vs verbal requests or texts**).
* Treasurer email: [wsabtreasurer@gmail.com](mailto:wsabtreasurer@gmail.com)
* Cell: 614-425-6108