

Financial Policy and Procedures for College Park High School Athletic Programs 2025-2026

All finances **MUST be handled through your team account.** The College Park Athletic Boosters Team Administrator will handle all deposits and check requests. Please utilize the Booster Club's Square store as much as possible for all your program's collections. **Please do NOT accept donations of any kind via your PERSONAL Zelle, Venmo, Paypal, or any other personal accounts,**

Team Administrator: Sandy Engdahl (Treasurer@cpathleticboosterclub.com) 510-882-1874

Budget:

- **No check will be issued until a budget has been submitted and approved by Administration.**
- All Team Budgets can be viewed online on each team's home page on the reports tab
- Team Balances and other reports will be updated on a weekly basis, see Team Reports section on page 4

July 15, 2025:

Football, Cheerleading, Boys Water Polo, Girls Water Polo, Cross Country, Girls Volleyball, Girls Tennis, Girls Golf

January 15, 2026:

Baseball, Boys Golf, Boys Lacrosse, Boys Tennis, Boys Volleyball, Cheer Stunt, Girls Lacrosse, Softball, Swimming, Track & Field

October 15, 2025:

Boys Basketball, Boys Soccer, Boys Wrestling, Cheerleading, Girls Basketball, Girls Soccer, Girls Wrestling

All Budgets have a separate tab to enter DETAIL information for each revenue and expense category. This is where you should include all expenses and revenue for each category.

Categories are as follows:

1. **Apparel:** All Apparel/items that will be given to athletes and NOT returned, as well as any non-essential items you plan on selling such as jackets, backpacks, etc.
2. **Awards:** Includes all costs for awards that will be given to athletes and volunteers as well as Senior Night posters
3. **Banquets/Dinners:** All costs related to banquets and/or team dinners for the season; this includes Senior Night. If you will be charging families for the cost of attending any event, the revenue should be listed on this tab. This revenue will show up in the other revenue category summary.
4. **Coaching:** Stipends (not covered by the district), will be entered by the Athletic Director. If a stipend is not listed, please contact the AD. All other miscellaneous coaching costs such as fingerprinting, coaching courses, Coaching apparel should be listed on the right side. The maximum amount spent on coaches' gear is \$200 per season per coach.
5. **Crab Feed:** Cost for Crab Feed Basket. This is a required entry and cannot be changed. If your program doesn't provide a basket, your program will be charged \$150 per team (Frosh, JV, Varsity).
6. **Equipment:** List all your equipment related items such as balls, nets, bases, helmets, bats, etc.
7. **Fundraising:** List all fundraisers and approximate funds collected per fundraiser. Please note that reimbursement of alcohol related products is strictly prohibited: California **Education Code Section**

32435(a): This code specifically prohibits school districts and related educational agencies from spending public funds on alcoholic beverages.

- *All fundraisers must be approved by College Park Administration. Fill out the fundraising form for each fundraiser and submit it to Administration. If the fundraiser is not approved, we will remove it from your budget.*

8. **Off Season:** List all summer related expenses on the left side (Insurance, stipends, tournaments, apparel), and any expected revenue on the right.
 - The total amount for coaching stipends cannot exceed 75% of the NET REVENUE of your Off-Season balance. A signed W9 form is required for each coach to receive a stipend.
9. **Other:** Anything that does not fall under a specified expense and/or revenue categories
10. **Supplies:** score sheets, pens, tape, Golf course fees, Software such as HUDL or team unify.
11. **Tournaments:** List each individual tournament under the description column, then any other related cost for that tournament, such as entry fee, travel, lodging, meals, apparel, etc.
 - For all transportation reimbursements: Tournament must be greater than 20 miles away from College Park, AND you must be transporting more than one athlete. Reimbursement will be for mileage from CP to Tournament location, and back to CP. The standard mileage reimbursement rate for California is .70 per mile. Gas Receipts will not be accepted.
12. **Transportation:** Any bus related costs for non-league games.
13. **Uniforms:** Includes all Uniform costs. All expenses listed in this tab signify the item will be returned to the program at the end of the season. If this item is NOT to be returned, it should be listed in the Apparel tab. *If your program purchases uniforms on a schedule (every 4 years), please list the annual cost (cost of \$1000 ÷ 4 years = \$250)*
14. **Booster Support:** (Revenue Category) Nothing to enter here but this summary amount will include Membership rewards and crab feed basket income as well as any other funds provided by the boosters.
15. **Misc. Donations:** (Revenue Category) Nothing to enter here but the summary amount will include Membership designations, corporate matching funds and all other misc. donations

Once your original budgets are approved by the CPABC, AD and Site Admin, the budget is frozen. When items submitted for payment exceed budgeted amounts, they will be reviewed by CPABC and admin and if deemed necessary, will need further explanation from the head coach or team parent prior to releasing for payment.


Gifts using Team Funds:

- The policy for using team funds to purchase individual gifts (Award plaques, senior night, etc.) for athletes is limited to \$150 per athlete. Gifts for Team Parents are also limited to \$150 each. The purchase of Coach's gifts using team funds is PROHIBITED.

Fundraisers:


- Fundraisers must be included in your budgets, both expenses and revenue and **must be approved by CP Administration.**
- Fundraising events that do not show enough revenue to support the expense by 10 days before the event will be cancelled and all ticket holders will be refunded.

Purchase orders:

- Furnished upon Request. Please get a quote from the vendor of your choosing and forward to Sandy Engdahl for PO # **prior** to ordering. The amount of the PO can be found in the encumbrance column of your budget. The PO amount will be considered money spent and your balance will reflect it. Once your items are received, YOU WILL STILL BE REQUIRED to send a check request.
- Submit requests for a PO via email to Treasurer@cpathleticboosterclub.com, with 'PO REQUEST' as the subject. **Include the following in the body of the email (you can copy and paste into your email):** 
- Attach the estimate or quote for the items in your email

Account: Baseball
Category: Equipment
Description: Baseballs
Amount: \$225
Vendor: Starsports

Check/Reimbursement Requests:

- All requests are handled on a weekly basis. Requests received by **noon on Wednesday** will be signed and ready to be mailed and/or picked up on Friday afternoon by 2:00 PM
- All requests must include:
 - All requests must be approved by the Head Coach (or designated team parent) and include valid supporting documentation such as invoice copies, receipts, tournament forms (filled out), etc. **All requests must be on the team budget. If they are not on your budget, they require approval from CP administration.**
 - All reimbursements must include valid supporting documentation that shows specific items being purchased as well as PAID IN FULL, otherwise payment will be made to the vendor.
 - **VALID** supporting documentation consists of invoice copies, receipts, and bill of sale. All documentation must be itemized and show exactly what is being purchased, and the amount paid. Documentation that will NOT be accepted are bank or credit card statements, sales orders or quotes (unless vendor states payment in full is required before order is placed).
 - All reimbursements must be submitted within 30 days of the date of receipt or invoice. Requests over 30 days will not be reimbursed.
 - Delivery methods – (Mail, P/U) Mail check directly requires an address in the Payee section on the check request email. Pick up requires contact info. Other than reimbursement checks, all checks to vendors will be mailed out directly if an address is available.
 - Payment via Zelle. If you want the payment made via Zelle, please supply the Zelle email address of the payee in lieu of address, and for Delivery Method type Zelle.
 - Submit reimbursements via email with 'CK REQUEST' as the subject. Scan all back up documentation and attach it to the email. **Please scan into PDF format, no cell phone photos. Include the following in the body of the email (you can copy and paste into your email):** 
 - If you do not have access to a scanner, you can go to <https://www.ilovepdf.com/> to convert your jpg to a pdf. Please pay close attention to the size of the file; all files over 10,000 kb will be returned.
 - The expense category is the category we will charge the expense to (i.e. supplies, equipment, awards) these are the categories listed in your budget as well as above on Page 1

Account: Baseball
Category: Equipment
Description: Baseballs
Amount: \$225
Purchase Order#: none
Payee: Sonya Jimenez
1839 Ygnacio Valley Rd.
Walnut Creek, CA 94598
Delivery Method: Mail, P/U, or Zelle

Deposits:

- **ALL DEPOSITS will be charged a bank fee of 3.5% (5% for Cash)** - the same as if processed online so we encourage you to utilize our Square account and avoid unnecessary NSF charges.
- Each deposit must be clearly marked as to which athletic program they are to be deposited to, and which category (revenue categories listed on your team budget) should be credited.
- Deposits can be dropped off with the school treasurer in student services south. She will lock it up in a safe until we pick it up from her, usually every Friday morning.
- Deposits can also be dropped at Sandy's house – (18 Donegal Way, Martinez) into a locked drop box on my front porch (pictured to the right).
- Deposits are made weekly on Friday.
- Deposits will be reflected in your actual column of your team budget as well as the deposits tab of your budget



Square:

- Please contact the Team Administrator to get items added to Square (Team Donations, Fundraisers, Banquets tickets, Apparel, etc.). We will provide a direct link to your items to share with families.
- All funds collected via the Square will be charged a bank fee of 3%. (Subject to change)
- Funds will be deposited at the end of each month and found in your monthly team report.

PLEASE NOTE: Square transactions made on the last few days of the month may not hit the bank account until the following month. For example, a square transaction that was made on Saturday December 31, will not appear on our bank account until the following Tuesday due to the weekend and the New Year's Day holiday therefore will be included in the January transfers.

Team/Parent Meetings:

- Please contact the Team Administrator or the Athletic Director to book the venue for your parent team meeting.
- If you want to collect donations and sell memberships at this meeting, please contact the Team Administrator and sports rep as soon as possible to make sure someone can attend.

Team Reports:

- Team Reports will be provided by the 10th day of the following month (expect March which will arrive at the end of April). The Boosters Treasurer will send the reports to the Head Coach and/or designated team parent that summarizes the previous month's activity and ending balance in the team account. the Head Coach or designated team parent have questions during the month on their balance or specific transaction please contact the Boosters Treasurer, who will work with the Team Administrator to respond as soon as possible. Please keep in mind the people helping in this capacity are volunteers and responses will not always be immediate.

Vacation Periods: Team Administration will not be available to cut checks and/or make deposits for the following periods:

- October 6 -10, 2025 Tax Week
- November 24 – 28, 2025 Thanksgiving
- December 22, 2025 – January 2, 2026, Winter Recess
- April 6 – 10, 2026, Tax Week/Spring Recess

BY SIGNING THIS DOCUMENT, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND IT AND ALL OF ITS REQUIREMENTS, AND I AM SIGNING VOLUNTARILY.

Print Name

Signature

