

NFHS Athletic Booster Club

Accounting Processes and Procedures

NFHS Athletic Booster Club is here to support all athletic programs. We rely completely on volunteers to provide services to help with our accounting processes. Please encourage YOUR parents to participate in the support of the Athletic Booster Club... many hands little work! The Athletic Booster Club gives \$15 of membership fees to the team account as designated by the member.

Here are a few of the things you should know:

Check Requests:

- A check request form is found on the District Athletic Website
- Complete a check request form and submit to Coach Shackelford by 10am on Tuesday mornings. You must include all receipts, invoices, or "paper trail/emails" to support request for funds. This is to cover you in the event there is ever a question as to where your money went.
- **Please plan ahead for your check request allowing a week for processing**
- **Immediate requests will be fulfilled at the monthly ABC meetings**
- If a parent submits a Check Request, make sure it has been approved by the Coach prior to being given to Coach Shackelford
- Checks will not be written for cash
- **Checks will be written the first and third Tuesday of each month**

Deposits:

- Deposits are to be given to Coach Shackelford by 10am on Tuesday mornings.
- Complete a Deposit Record which is found on the District Athletic Website
- Please make sure you sign the bottom after double checking your deposit amount.
- **Please keep a copy for your records**
- Deposits submitted will be in the Athletic Booster Club account but restricted to be used only by the designated team submitting the funds

Senior Banners:

- Sign Techniques will handle all Senior Banners for all sports teams. All banners will be standardized in size and background as approved by Coach Shackelford.
- All banners will be 3'x4' and will have the same background and will be approved by Coach Shackelford every year
- Each banner will cost \$45.00 per senior banner. Fees for banners will come out of the team funds. The Athletic Booster Club will pay the invoice for all senior banners but will take the money from each teams account.
- Sign Techniques will send the invoice directly to the Athletic Booster Club.

- The Athletic Booster Club will notify each Coach when their team's senior banners are ready for proof and again will notify each Coach when their team's banners are ready to be picked up. Each team is responsible for picking up their seniors banners and hanging their team's banners.
- Banners should be picked up in 2-3 days from notification by the Athletic Booster Club. Banners are to be picked up at Sign Techniques located at 304 Springcrest Drive, Fort Mill, SC 29715. Sign Techniques' phone number is 803-547-5402.
- **Coaches and Parents should not pay for banners when picking them up.**
- Sign Techniques cannot take any requests from Coaches or Parents to make changes to the banners size or background design without approval from Coach Shackelford.

Concession Cash:

- All concession cash received must be deposited to Founders Federal Credit Union within 24 hours of running concessions.

Miscellaneous:

- The District Athletic Fee is not part of the Athletic Booster Club fee and is managed and handled by the District Office
- Bad checks that come into the Athletic Booster Club and have a NSF amount will be charged back to the team receiving the check. The Coach will be notified of who gave the bad check. The Coach will need to collect the funds in the form of cash or a cashier check. The Athletic Booster Club Treasurer will notify the Coach of who we cannot accept a check from.
- At each monthly Athletic Booster Club meeting, the team's monthly budgets are given out to both the Coaches and members who attend the meeting.
- The Athletic Booster Club Treasurer will send to each Coach the teams' budget the second Tuesday of each month.
- Awards: ABC will pay for trophies for each team based on 25% of team roster.
- Scholarships: The Athletic Booster Club every year gives a \$500 scholarship to one female and one male each year. Forms are available on the Athletic webpage and on the Guidance page in the spring every year.

Fundraising

- If setting up a fundraiser that requires the deposit of funds to the team bank account this needs completed at the start of the fundraiser.
- The treasurer will need access to the account to set up the information, as the information will not be given over the phone.