

EGHS ATHLETIC BOOSTER CLUB

Accounting Procedures

1. All money collected by coaches must be turned over to EGHS ABC treasurer (or designee) each day.
2. Each head varsity coach will be issued a three-copy receipt book. A receipt must be issued for all funds collected.
3. When money is collected:
 - a. Issue a receipt to the person (parent/athlete/donor, etc) that submitted monies.
 - b. Count monies collected- complete the collection envelope.
 - c. Place a copy of all receipts of funds collected in the collection envelope. Record all receipt numbers on the collection envelope. Money amount submitted must equal total amounts of receipts submitted.
 - d. Collection envelopes must have two signatures.
4. Fundraisers:
 - a. Must have prior approval- refer to the fundraiser approval policy.
 - b. Approval must be given prior to beginning the fundraiser. (plan ahead)
 - c. If product has to be ordered prior to fundraiser- make sure purchase order has been approved.
5. Purchase Requisition (Order) / Request of funds:
 - a. A purchase requisition / request of funds must be completed, signed and dated by the booster club treasurer before a purchase is made. This includes purchases made for which reimbursement is expected.
6. Loans or “fronted funds” will only be considered for special circumstances. However, all procedures must be followed and approved. A written plan and date of reimbursement must accompany request.
7. Checks are not allowed to be cashed from deposits.
8. The booster club president must sign all contracts, agreements, proposals, etc.
9. Personal items cannot be purchased on the same receipt submitted for reimbursement.