

Financial Policy and Procedures for College Park High School Athletic Programs 2022/2023

All finances MUST be handled thru your team account. The College Park Athletic Boosters Team Administrator will handle all deposits and check requests. Please utilize the Square store as much as possible for all your program's collections. Please do NOT accept donations of any kind via your personal Zelle or Venmo 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 at link shown below.
- Team Balances and other reports will be sent to the Head Coach or designated team parent on a monthly basis, see Team Reports section on page 4

July 18, 2022:

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

January 9, 2023:

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

October 3, 2022:

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.
2. **Awards:** Include all costs for awards that will be given to athletes.
3. **Banquets/Dinners:** All costs related to banquets and/or team dinners for the season. If you will be charging families for the cost of attending these events, 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 included on this tab. Stipends on the left side must include a retirement type from the drop-down list. Coaches receiving a stipend from the district are not allowed to receive one from the team account. Estimated amount is what you hope to pay the coach. All other miscellaneous coaching costs such as fingerprinting, coaching courses, apparel will be listed on the right side. Maximum amount to spend on coaches gear is \$100 per season per coach.
5. **Crab Feed:** Cost for Crab Feed Basket. This is a required entry. If you want to opt out – you must budget \$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.
8. **Off Season:** List all summer related expenses on the left side (Insurance, stipends, tournaments, apparel), and any expected revenue on the right.
9. **Other:** Anything that does not fall under the other expense and revenue categories

10. **Supplies:** score sheets, pens, tape, etc.
11. **Tournaments:** List each individual tournament under the description column, then any other related cost for that particular tournament, such as entry fee, travel, lodging, meals, apparel, etc. If you plan on charging the athletes to pay a portion of the cost of the tournament, please list it under the revenue column of that tournament. This revenue will be included in the OTHER revenue category summary.
12. **Transportation:** Any bus related costs for Non-league games
13. **Uniforms:** List all Uniform costs. All expenses listed in this tab signifies the item will be returned to the coach at the end of the season. If this item will NOT be returned, it should be listed in the Apparel tab.
14. **Booster Support:** (Revenue Category) Nothing to enter here but this summary amount will include Membership rewards and crab feed basket income
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 \$75 per athlete. Gifts to Team Parents are also limited to \$75 each. The purchase of Coach's gifts using team funds is PROHIBITED.

Fundraisers:

- Major fundraising events such as Poker tournaments, must be held within your season. If you want to hold an event outside of your season, you must get approval from all of the coaches of the teams IN season to ensure there are no conflicts. 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.
- Fundraisers must be accounted for on your budgets, both expenses and revenue.
- Any Fundraisers where the athlete is collecting the money, those proceeds must be deposited into the ASB account maintained by the school treasurer. This means you must include in the ASB budget and spending these funds means you must meet all the requirements set forth by the ASB Policies and Procedures. (See the school treasurer to obtain the policies and procedures.)

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 request for a PO via email to the email listed above 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 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 reimbursements must include valid supporting documentation that shows PAID IN FULL.
 - **VALID** supporting documentation consists of invoice copies, receipts, bill of sale. All documentation must be itemized and show exactly what is being purchased, and 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 the 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 download the free app called camscanner which allows you to take a picture of the receipt and save it as a pdf file. *Please pay close attention to the size of the file and avoid sending large files. Crop out the background if necessary.*
 - 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 and listed on Page 1.

Account: Baseball
Category: Equipment
Description: Baseballs
Amount: \$225
Purchase Order#:
Payee: Sonya Jimenez
1839 Ygnacio Valley Rd.
Walnut Creek, CA 94598
Delivery Method: Mail, P/U,
Zelle

Deposits:

- **ALL DEPOSITS** will be charged a bank fee of 3% - 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; *post-it notes are available at all drop off locations*
- Deposits can be dropped off with the school treasurer (Hasmig Gregorian) 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 actuals column of your team budget



Square:

- Please contact the Team Administrator to get items added to Square (Team Donations, Fundraisers, Banquets tickets, Apparel, etc.). We will provide you 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 a 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 submit a permit request for a location at the school for your team meeting at <https://mdusd.civicpermits.com/Account/Login?ReturnUrl=%2f> If you don't already have an account, create one. If you do, sign in and click New Permit Request. Fill in all required fields and click submit.
- 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 they can attend. Statistics show more donations are received when the administrator attends these meetings.

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 10 – 14, 2022 Tax Week
- November 21 – 25, 2022 Thanksgiving
- December 23, 2022 – January 9, 2023 Winter Recess
- April 10 – 14, 2022 Tax Day

Please plan accordingly to turn in your check requests early.

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