

LNC Athletic Booster – Financial Procedures

- Checks must be made out to Lake Norman Charter Athletic Booster Club (LNC-ABC)
- Contact Information available on the Booster Club Website
- Deposit and Check Requests will not be accepted if information is incomplete
- Treasurer is responsible for monthly reporting and account reconciliation. Financial reports will be reviewed at monthly Board meetings
- If there are Co- Treasurers, both Treasurers have authority to act in all specified Treasurer functions/responsibilities
- Treasurer & Booster Club President to have access to Club's QuickBooks account and have authority to perform all functions; Accountant to be given "accountant" level access only
- Booster Club's Debit Card is provided to the Athletic Director and can be used to cover expenses when needed. Use of the Debit Card (over \$200) must be approved by Treasurer & President prior to use (proper document required for accounting purposes)

Deposit Procedures

Deposits for Admissions & Concessions

Process	Who	Requirements
Complete Cash Count form	Volunteer responsible for admissions and/or concessions	<ul style="list-style-type: none">– Form available on Booster Club Website– Must complete fields on form before submitting– Form requires two signatures (submitter and verifier)– Name and contact info should be included for the submitter– Admissions/concessions deposits should include game specifics (date of game and opponent
Place deposit and completed form in safe in HS or MS gym	Volunteer responsible for admissions and/or concessions	<ul style="list-style-type: none">– Treasurer pick up deposits once a week– Treasurer recounts and verifies deposit amount & signs cash count sheet– If deposit discrepancy, funds need to be recounted & verified by another board member, AD or submitter (discrepancy >\$20)– Check requests should not be included with Deposits– Booster club deposits should only placed in the HS safe in multi-purpose room or MS safe in concession room– If safe access is unavailable, deposits can be given to Athletic Director
Bank Deposits	Treasurer	<ul style="list-style-type: none">– Deposits to be deposited within 1-2 weeks of funds being placed in safe– All deposits must be logged into Quickbooks with specific game/team information for accounting purposes– Deposit slip for each deposit attached to count cash sheet for auditing purposes

Deposits for Team funds for Sport's Camps & Apparel and Other Deposit types (memberships, sponsorships, etc)

Process	Who	Requirements
Complete Cash Count form	Coach or Team Parent	<ul style="list-style-type: none"> – Form available on Booster Club Website – Must complete all fields on form before submitting including purpose of the funds – Form requires one signatures (submitter) – Name and contact info should be included for the submitter
Place deposit and completed form in safe in HS or MS gym	Coach or Team Parent	<ul style="list-style-type: none"> – All funds should be collected from team before submitting deposit; multiple deposits for an activity should not be made – Treasurer pick up deposits once a week – Check requests should not be included with deposits – Booster club deposits should only placed in the HS safe in multi-purpose room or MS safe in concession room – If safe access is unavailable, deposits can be given to Athletic Director
Bank Deposits	Treasurer	<ul style="list-style-type: none"> – Deposits to be deposited within 1-2 weeks of funds being placed in safe – All deposits must be logged into Quickbooks with specific game/team information for accounting purposes – Deposit slip for each deposit attached to count cash sheet for auditing purposes
Returned Checks	Treasurer	<ul style="list-style-type: none"> – Treasurer to notify submitter if a returned check is received – It is the responsibility of the submitter to contact the parent who's check was returned to recoup funds including applicable bank fees – Team account funds will be deducted for the amount of the returned funds plus any applicable bank fees (even if new funds are not provided by the parent to cover)

Procedures – Check Request

Process	Who	Requirements
Complete Check Request from	Volunteer responsible, AD, Coach, Booster Board member or team parent	<ul style="list-style-type: none"> Form available on Booster Club Website Must complete fields on form before submitting and include specifics/reasons for the request Form requires signatures of the requestor Name and contact info should be included for the requestor
Submit Check Request form electronically to Treasurer	Volunteer responsible, AD, Coach, Booster Board member or team parent	<ul style="list-style-type: none"> All check requests must be submitted electronically to the email address on the form (should be booster email that can be accessed by Board Members/AD) Invoices/Receipts and supporting material to be scanned and included with form submission Check requests without supporting invoices/receipts will not be processed If request requires a W9, W9 must be attached for request to be processed
Check Processing	Treasurer	<ul style="list-style-type: none"> Checks will be processed within 2 weeks of submission Checks will be processed no more than once a week Any request with missing information (invoice/receipt/W9) will be returned to the submitter Expedited requests will only be processed on exception basis and require Athletic Director or Booster Club President approval before submitting expedited request If expedited request is approved, submitter is responsible for contacting Treasurer to confirm timing of check processing. Note – there maybe instances that the Treasurer is unable to meet an expedited check request* Check request forms to be saved electronically on the Booster Club document storage site
Check Signers	Treasurer(s), AD, Booster President & Board Designee	<ul style="list-style-type: none"> Approved signers on the account must be approved by the Booster Club President Signers must complete required paperwork at the Booster Club's Bank Checks less than \$500 require one signature for approved budgeted items, Check requests approved by AD/President (via email) or team funds w/ coach or parent signature Checks greater than \$500 or do not meet one of the criteria above require two signatures

Check Delivery	Treasurer	<ul style="list-style-type: none"> – Checks will be mailed to the address specified on the check request form – If another delivery method is required, it is the responsibility of the submitter to make arrangements with the Treasurer – It is not the responsibility of the Treasurer to hand deliver checks
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**Contingency plan for back up check processing when Treasurer is not available to meet check request timelines. Booster Club checkbook will be kept in the Athletic Director's office and requires two signatures. Check request must be approved by Booster President and Athletic Director before a contingency check can be processed.*