

TO: Booster Club Personnel

FROM: Bob Stark, Treasurer, Wheeler High Athletic Association

Date: January 21, 2019

RE: Procedures for deposits and check requests and other information.

GENERAL INFORMATION REGARDING PROCEDURES, ETC

WAA wants to hear from you if there is some way we can help, but please bear in mind that WAA is composed entirely of volunteers.

The more we can all adhere to procedures, the easier the work will be for all of us, but in a spirit of serving, we will make exceptions if necessary.

Budget preparation and monitoring is the responsibility of each team. WAA can furnish budget vs. actual financial statements if requested to do so.

DEPOSIT REQUEST FORM

The deposit request form is available at wheelerwildcatathletics.com; click on the "More" pulldown at the top of the page and then the WAA button in the center of the page to access the form.

- Please submit this form with all deposits for the sake of enabling a checks and balances system.
- Deposits turned in without the request form will be returned to the person submitting them.
- Deposits should be placed in the WAA lock box in the break room in Admin I. Deposits placed by noon Thursday will be deposited by the next Tuesday or by the end of the month whichever comes first.
- Cash component deposits are acceptable.
- Checks should be made payable to WAA.

CHECK REQUEST FORM

The check request form is available at wheelerwildcatathletics.com; click on the "More" pulldown at the top of the page and then the WAA button in the center of the page to access the form.

- Please submit this form for all check requests.
- Originals of invoices and receipts should be provided whenever possible so as to avoid the potential of applying for reimbursement for the same item more than once.
- Invoices and receipts turned in without the check request form will be returned to the person submitting them.
- Check requests should be placed in the WAA lock box in the break room in Admin I. Check requests placed by noon Thursday will be mailed by the following Monday or delivered to WHS by the following Thursday.
- Checks will be mailed or delivered directly to the payee unless otherwise instructed on the check request form.
- We do not require more than one signature on check requests, but you can implement such a policy if you so choose. Please be sure to inform me if two signatures are required and at what amount the second signature is required, i.e. greater than \$250.00 or some other amount. The form is designed to accommodate a second signature.
- Note: In an attempt to move to a more paperless environment, I will accept check requests via e-mail if a copy of the invoice or receipt is attached. I will use the e-mail message as the check request form if the information from a paper check request is included or a scanned check request form is attached.

NOTE REGARDING SALES TAX EXEMPT STATUS

- Wheeler Athletic Association is **not sales tax exempt**. Vendors should include sales tax in their invoices, and teams should budget accordingly.
- Wheeler Athletic Association is income tax exempt, i.e. is a 501(c) 3 organization. Donations will be received for the portion for which no goods or services are provided.

REPORTING PROCEDURE

I will provide a copy of the chart of accounts that WAA uses so that deposit and check request submissions can be classified accordingly if requested.

I will send a financial statement to each team that has had financial activity at the end of September, December, March, and May.

Bob Stark, Treasurer, Wheeler High School Athletic Association;
770.841.0683 (Mobile); E-mail bob@starkcentral.org