

Grady Athletic Booster Club (GABC)

Gradyathleticboosters@gmail.com

President – Jill Gossett (404-664-4282) jglynndrew@yahoo.com

1st Vice President – Carl Lietz (404-788-4442) carl@finchmccrainie.com

2nd Vice President – Peggy Edwards (404-210-4428) peggyfromli@gmail.com

Treasurer – Vickie Hunter (404-909-3998) marshvickhunter@comcast.net

Secretary – Marshall Hunter (404-909-5400) marshall.hunter@siemens.com

Helpful Guidelines for Deposits and Check Requests

A. Cash and check collections from coaches, team liaisons, Grady staff, volunteers

1. Complete the Deposit Detail form found on the Grady Website under Athletics, More, Booster Club
 - All cash and checks must be recorded immediately on the Deposit Detail form and handed in day of completion.
 - The Deposit Detail form needs to be completed and handed in by an adult.
 - All Cash Deposits should be counted and signed off and dated by two people always including one adult.
 - Check deposits only need to be counted by one person and signed off and dated by one person.
 - Cash deposits need to be submitted in-person to either Coach Johnson or a GABC Board member.
 - If there are only checks to deposit, they can be submitted in-person to Coach Johnson, or a GABC Board member, OR place them in Coach Johnson's office mailbox.
 - Please keep a copy of the Deposit Detail form for your records.

B. Acknowledgement of donations

1. All donors will receive an acknowledgement letter with the GABC EIN number for tax purposes. The letter will preferable be sent by email if available, if not, then by USPS. Please allow up to two weeks turn around.

C. Recording and transparency of balances for each sport/club

1. The GABC will continue to track each sport's income activity by a separate line item in the ledger.
2. Each month the treasurer will share the ledger with each coach and 1-2 team representatives (as designated by the team).
3. Authorized representatives (coaches and liaisons) are welcome to request their team account balance at any point from the Treasurer.

D. Check Requests

1. Check request forms that are located on the Grady Website under Athletics, More, Booster Club and should be completed by the coach of the applicable sport.
2. ALL check requests must be signed off and approved by Coach Patrick Johnson, the GABC President, and related sport Coach.
3. An invoice must accompany each check request.
4. If there is not an official invoice, such as a tournament fee from another school, simply attach a copy of an email discussing the fee.

5. If this is a reimbursement check for out of pocket expenses, please include the itemized receipt.
6. Check request forms should be submitted to Coach Johnson by email, in-person, or left in his mailbox.
7. Please keep a copy of the check request and invoices/receipts.

E. Cash Box and Credit Card Readers

1. GABC can provide cash boxes and credit card swipers for your events.
2. Notify the GABC Treasurer of your need and you will be able to check them in and out as needed.
3. GABC will only be using Square as our POS system.