Boosters Club of Canal Winchester, Inc.

Financial Policies

Updated October 2025

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CWAB believes in our volunteers' commitment to act in good faith and abide by all corporate policies and legal requirements, as well as be good stewards of the funds and responsibilities bestowed upon them to enhance student athletes' and the communities' experiences.

Thank you for sharing your time and talents with the community!

About the Financial Policies

The Boosters Club of Canal Winchester, Inc., also commonly referred to as CWAB, strives to have the best possible internal controls and financial systems. As a volunteer-operated organization, Directors and Officers join and leave the Board and Clubs regularly as student athletes' interests change or they graduate. To ease the stress of transition, maintain consistent practices, increase volunteer confidence, and efficiently fulfill the purpose of the organization, the financial policies were developed, approved, and implemented by the Board of Directors on February 1, 2024. The financial policies may be amended by the Board of Directors as deemed necessary to comply with the organization's or regulating entities' bylaws and policies.

Financial policies clarify the roles, authority, and responsibilities of essential activities and decisions necessary to fulfill the organization's mission in the most effective and efficient manner. By following the policies, the Board of Directors and its Club members will remain accountable to all stakeholders including the Canal Winchester Local School District, student athletes, parents, partners, funders, community members, and coaches. Note that all member clubs operate under the chief entity's EIN number and act as the same entity. At no time shall a member club act as a separate entity; all members are governed by these policies.

At no time shall members of the community be permitted to act on behalf of CWAB or member Clubs without expressed permission by the CWAB Board of Directors or Club Officers. Club Officers are encouraged to seek volunteers and engagement from members of their club(s) (i.e. parents, etc.) and are responsible for ensuring all volunteers act within the organization's bylaws, policies, and other regulating documents. Elected Officers are responsible for reporting action outside of these policies to CWAB to allow the Board to mediate conflict and cease unregulated activity.

This policy will guide and clarify the work of the organization, member sports Clubs, and outsourced financial management, such as tax advisors, auditors, or legal counsel. CWAB is an independent, 501(c)3 nonprofit organization. Financial policies comply with all federal, state, and local laws and guidelines, including the CWLSD District-Support Organizations policy R.C. 3313.203 and other relevant policies.

This policy overrides any previously approved or unapproved policies or practices in accordance with corporate bylaws. Updates made to this policy will be provided in writing to all members.

Definitions and Terminology:

Within this document, Boosters Club of Canal Winchester, Inc. shall be referred to as its commonly known name, CWAB. CWAB is the chief entity responsible for managing the organization and overseeing member clubs. Within these policies, reference to CWAB refers to the corporation's chief entity and Board of Directors (Directors, Board).

Members are referred to as Clubs and their elected Officers.

All segmented entities, Board and Clubs, must abide by the policies within this document unless specified otherwise.

Accountability

The CWAB Board of Directors is ultimately responsible for the financial management of all activities and maintains authority to do so.

Club Officers are responsible for the day-to-day operating and financial management of the Club on which they have been elected to serve as Officers. Officers not complying with financial policies or who are found to have acted in a manner inconsistent with the authority granted upon them may be held liable.

Conflict of Interest

In accordance with the Canal Winchester LSD District-Supported Organization policy, no administrative employee of the district may be an officer of a supported booster organization.

No close relative (e.g. spouse, brother, grandparent) of a Head coach may serve as a voting Director or Officer of the Club for which they are coaching. Exceptions may be made under extraordinary circumstances and decided by a 2/3 majority vote of the CWAB board and agreement by the CWLSD Athletic Director. Under no circumstances will exceptions be made to allow the person serving by exception be an account signatory.

Directors and Officers must disclose in writing any ownership stake or familial relationships with selected vendors.

All Directors and Officers must annually sign a Conflict of Interest disclosure statement. CWAB expects there may be an inherent conflict of interest as parents/guardians serve as Officers of a Club on which their child participates.

Ohio Fictious Name Registration

In early 2024, member Clubs will have registered fictious names (commonly referred to as DBA: Doing Business As) with the Ohio Secretary of State's office. Registration and renewals will be managed by CWAB. Upon finalizing the registrations, Club(s) shall be known on documents as follows:

- Boosters Club of Canal Winchester, Inc., DBA [REGISTERED NAME]

Fiscal Year

The Fiscal Year of the corporation shall be July 1 through June 30. Final reports must be submitted to the Board within 45 days of the close of the fiscal year.

Annual Reporting Requirements

It is common for nonprofit organizations to complete monthly, quarterly, and/or annual reports for grants and other regulating entities. CWAB has adopted a reporting requirement to ensure consistency in record-keeping and Club management. Beginning July 1, 2024, all Clubs must complete and manage the CWAB approved Annual Report. The report consists of several components:

- Budget Worksheet
- Budget
- Fundraisers, Officers, and other required activities
- Check Register
- Summaries

The Annual Report is a record of activities completed the prior fiscal year and is **<u>due no later than August 15th.</u>** Clubs may be required to submit quarterly reports to update planned fundraisers and other activity throughout the year.

Clubs that fail to submit the required annual reports by August 15th no longer be considered a member in good standing and may no longer conduct activities, including fundraising or purchasing, until the reports have been reviewed and approved. Late reports will not be prioritized and approval and good-standing review may be as late as November 1.

Record Keeping and Document Retention

Each Officer of the Clubs must keep clear records. Records must be made available to CWAB or other regulating entities immediately upon request.

Treasurers' books must be kept organized. All records of transactions must be made available and kept on file for no less than four (4) years. Original receipts (not photo copies) shall be kept in a physical binder.

For templates and detailed recommendations, please see the TEMPLATES section.

NOTE: CWAB is exploring a shared DropBox to make record-keeping and record-sharing accessible in a secure and virtual platform. Additional information will be shared with Clubs as more becomes available.

Audits

Clubs may be audited by a designated authority or committee at any time. Attempts to provide reasonable notice will be made. Audits may review minutes, financial records, bank statements, purchase orders, or any record of the Club. As a new standard practice beginning in 2023, no less than one (1) member Club will be audited annually. Audits may be made at random or with cause.

CWAB books are available for audit by members upon request.

Spending Authority

Spending authority is granted by CWAB and the Club constituents as defined within the Club guidelines. Before spending is authorized, budgets must be approved (see Budgets for details). Any spending outside the authority of the budget and outside of the financial policies may result in recapturing mis-appropriated funds and additional action up to and including closing the Club.

Contracts

At no time shall a Club enter into a financial contract or debt without the written permission of the CWAB Board, including but not limited to coaching contracts, loans, or credit accounts.

Allowed/Unallowed Costs

Expenditures that improve the safety, access, and experience of the *entire* Club's student athlete population are generally permitted expenditures, with some exceptions. Purchases must be approved by the Club's constituents per the Club's guidelines. Purchases made outside the authority of the approved budget and outside spending authority (see Spending Authority) must be reimbursed by the buyer and may be subject to recapture.

All equipment and uniform purchases become the property of the Canal Winchester Local School District for use by the designated athletic program(s). Clubs may volunteer to manage the equipment or can be designated by the coaching staff to do so.

Examples of Allowed Costs (include but are not limited to):

- Equipment and uniforms
- Team nutrition
- Team training, education, and bonding
- Reasonable team transportation and lodging
- Tournament fees
- Awards and banquets
- Reasonable fundraising expenses
- Facilities
- Operating expenses such as paper, printing, bank fees, and insurance
- CWAB Club Membership dues

NOTE: All equipment and uniforms must comply with OHSAA and other regulating entities' guidelines, and must be approved by the CWLSD Athletic Director and/or sports Head Coach. Purchases for facilities owned by the CWLSD must be approved by the Athletic Director.

Examples of Disallowed Costs (include but are not limited to):

- Coach incentives such as direct payments or gift cards
- Coach discretionary funds (see Coaches)
- Senior athlete expenses (see Seniors)
- Unapproved equipment or uniforms
- Expenditures that include alcohol or other unapproved regulated substances
- Political (PAC) contributions

Coaches

Coaches are welcomed participants and are encouraged to build a strong partnership with the Club boosting their student athletes and program(s). However, coaches shall not approve, direct, or demand purchases from Clubs. Coaches may, and are even encouraged, to make specific requests for equipment and other needs of the team within the confinements of the parent-approved budget, though are first encouraged to seek funding for purchased from the school district through the Athletic Director. Coaches are responsible for reviewing equipment purchases prior to the expenditure to ensure they meet the needs, requirements, and standards of the CWLSD, OHSAA, team, and other regulating entities. Coaches ***do not*** have spending authority over Club funds and are not authorized to enter into contracts, purchase orders, or debt on behalf of the Club of CWAB. Any coach who enters into a contract or purchase agreement on behalf of the Club will be responsible for that payment. NO EXCEPTIONS.

To ensure proper accounting records, ***at no time*** shall coaches engage with collecting funds, paying bills, or seek reimbursement for expenses from a Club. This includes but is not limited to collecting fundraising monies from students, collecting tournament or camp fees for club-hosted events, etc. Coaches may, with their consent, deliver funds to entities on behalf of the Club, such as may be required by tournament hosts or other entities, though preference is to disperse funds directly from the Club Treasurer or other responsible account signatory.

Coach Contracts

As of November 2024, the district is no longer allowing clubs to donate funds to the district to cover supplemental contracts for volunteer coaches. Clubs are also not permitted to pay volunteer coaches through the booster funds per the District-Support Organizations Policy 9211, point A, which states:

> "School employees and Board-approved school volunteers may not be directly compensated in any manner by District support organizations."

CWAB has been granted a waiver to allow clubs with approved FY24-25 budgets that include coaches pay to complete the payments to the coaches through CWAB. See CWAB President or Treasurer for details.

Seniors

We love our seniors—and all of the underclass student athletes! The purpose of the booster's Club is to enhance the program for all students. Because of that, Clubs are not permitted to earmark funds for a single class of students, including seniors, with one exception: senior-designated fundraisers.

Senior-designated fundraisers are permitted and may earmark revenue generated for the purchase of senior-specific activities such as banners, gifts, or other items. The fundraiser must be *explicitly communicated to the public* as being dedicated to the benefit of the seniors within the program. Fundraisers shall not be designated as Senior funds after the fundraiser has begun or concluded. NOTE: Senior-designated fundraisers must be approved by the Club constituents through the budget approval process.

Clubs are permitted to purchase general decorations outside of CWLSD provided enhancements (such as parent flowers) for Senior Night, such as balloons. Student-specific items such as senior banners, senior gifts, senior-specific events, etc., must be reimbursed or purchased directly by guardians if purchased outside of senior-designated fundraising as detailed above. Students whose households cannot financially support the senior-specific events and items, however, are permitted to be supplemented by the boosters through member-voted Club guidelines detailing how to request or approve such benefit.

Purchasing/Procurement

At no time shall a Club be permitted to incur debt.

Clubs will put forth a reasonable effort to secure the best cost-to-value for all materials and services. Expenditures over $5,000 to a single vendor, either for a one-time purchase, collectively over the course of the fiscal year, or collectively within six (6) consecutive months, must be approved by the CWAB Board of Directors. To submit a vendor or purchase for consideration, Clubs must obtain a minimum of two (2) quotes for comparable products or services. If two quotes cannot be obtained, the Club must provide a reasonable explanation.

An exception to the vendor purchasing limit is permitted for pre-approved vendors. Vendors meeting certain criteria may be submitted to CWAB for exemption consideration if they meet the following criteria:

The vendor supplies a product(s) regularly purchased by a Club that regularly exceeds the $5,000 threshold (i.e. uniforms, warm-ups, concession products). All other procurement Vendors that supply products that are not regularly purchased though exceed $5,000 (for example, specialized equipment purchased only when a product needs replaced after regular wear and tear), will not be considered an exempt vendor, and clubs must follow the typical procurement procedure.

Procurement Exempt List:

All other procurement policies must be followed. The exempt list only exempts a vendor from additional approval from CWAB.

- Coca Cola
- Game One
- BSN
- Riddell/All American
- Undisputed Sports/Schutt

Budgets

Effective July 1, 2024, budgets must be presented to the Club constituents/members (i.e. student athlete parents) using the CWAB Annual Report tool. Prior to July 1, 2024, budgets may be presented in the historic Club format. Budgets should include planned expenditures, fundraising events, revenue, and expenses.

Annual budgets, which cover July 1 through June 30 each year, shall be approved by the Club constituents and remain active through the fiscal year approved. Draft budgets are due to CWAB no later than March 15th each year. Following the submission of clubs' draft budgets, CWAB will coordinate review with the CWLSD Athletic Director to ensure the budget aligns with the athletic department budgets to prevent duplication of efforts. Approved budgets are slated to be communicated to clubs no later than the last day of the school year to allow ample planning time for the next fiscal year which begins July 1.

Because budgets must comply with CWAB and other regulating entities' policies and regulations, it is the responsibility of the Club Officers to propose a budget to their membership within those policies, and answer questions proposed by the approving membership. Clubs must allow enough time for review and approval to meet the reporting deadline for their sport. CWAB recommends club officers begin budget planning in January (or sooner) to meet the March 15th deadline for submission.

The following procedure outline is provided to allow for planning, appropriate timing, and resolve conflicts should the Club Officers and membership not agree on the annual budget.

1. Club Officers meet to develop budget based on planned revenue and anticipated expenses

2. Should questions arise about policies and allowed expenses, budget questions should be proposed to CWAB before presenting the draft for approval to allow for adjustments and ensure compliance
3. Officers present proposed budget to membership
4. Membership votes on budget
5. IF membership does not approve the budget, Officers shall mediate concerns and conflicts to resolve the issues
6. Officers present budget/amended budget for approval a second time
7. If membership does not approve the second proposed budget, CWAB will mediate the conflict as follows:
    a. CWAB will open public comments for seven (7) days to hear concerns from the Officers and membership
    b. CWAB will review comments in an open meeting forum. Additional comments will not be heard during the forum
    c. CWAB will consider and discuss the issues and concerns and will approve a budget as presented or as amended by CWAB
    d. Should timing constraints not allow the full process to be completed prior to the deadline, CWAB may choose to approve a limited temporary emergency budget while the process is completed.

NOTE: Per district policies, all fundraising events on school property must be approved by the CWLSD Athletic Director before commencing (see Fundraising).

Budgets may be amended with the approval of the Club constituents. Expenditures exceeding 10% of the approved budget estimates must be approved by Club constituents through an amendment procedure. The process for amendments is the same as the first budget proposed with one exception: if proposed amendments are not approved by the membership, CWAB will not approve a temporary emergency budget and the latest budget will remain in place during conflict resolution.

Cash Flow Management

Because overall budgets and expenditures may widely vary between programs, each Club must specify within their Club Guidelines a targeted cash flow threshold to allow for approved expenditures during off-peak fundraising season and for season startup costs. Clubs' cash flow target should be 10% of the overall season budget and no less than $1000 plus long-term fundraising campaign savings (see Fundraising), whichever is less.

Share the Wealth

Share the Wealth (STW) is a fee passed to Clubs in good standing to allow the chief entity to cover operating expenses such as legal fees, accounting fees, insurance, and other costs of doing business. STW is calculated based on the net fundraising proceeds from each club. A STW formula is included in the Annual Report template on the Summaries page to allow clubs to estimate the annual STW cost.

5% of Fundraising Revenue less (–) Fundraising Expenses, or $500—whichever is less.

Historically, CWAB Clubs will be invoiced the maximum of $500 due to their successful fundraising efforts. Invoices are typically sent to Club Treasurers between October and December, and due no later than January 30th following the closure of the fiscal year (i.e. STW for FY23-24 will be due no later than January 30, 2025).

Banking

Financial Institutions

Effective July 1, 2024, all Clubs must transition to the Board approved FDIC Insured banking institution. Effective until further notice or policy update, Canal Banking Center is the Board-approved banking institution.

As a procedural safeguard, at least one member of the CWAB Board must be included as an authorized account signatory.

Cash Apps

Clubs may utilize mobile and online payment services such as Square, PayPal, Venmo, or other reputable and vetted service. Additional guidance for online payment services is forthcoming.

Statements

Bank statements should open on the first day of each month and close on the last day of each month.

CWAB Directors and Club Officers Responsibilities

All Directors and Officers are responsible for the proper fiscal management, accountability, and reporting to the Board, school district, tax institutions, legal entities, and the public upon reasonable request. The responsibilities listed within this policy refer only to financial responsibility. Additional responsibilities may be included in Club bylaws, rules, and guidelines.

CWAB and Club Treasurers

- Monthly reconciliation of bank accounts to check registers
- Update of budget vs. actual figures
- Maintain clear recording-keeping (including deposits, receipts, expenditures and revenue) in accordance to this policy
- Hold Club signatories accountable
- Assure completion and appropriate distribution of tax-exempt forms for purchases
- Collect and distribute W9s for fundraising and other required entities

CWAB and Club Presidents

- At least a quarterly, monthly preferred, review of bank accounts and reconciliation records
- Hold Treasurer and Club signatories accountable

Signing Authority

New signatories must complete bank requirements to designate the authorized Officer within 30 days after the first day of the term for which they were elected.

Additional CWAB Directors and Club Officers may be designated as signatories in addition to the Presidents and Treasurers.

CWAB President:

- The President is authorized to sign checks up to $5,000 for expenses within 10% of the approved annual budget.
- Checks for amounts greater than $5,000 shall require the signature of the CWAB Treasurer.
- The President shall have the authority to act on behalf of a Club found to be out of compliance, including but not limited to removing access to financial accounts and Club authority.

CWAB Treasurer:

- The Treasurer is authorized to sign checks up to $10,000 for expenses within 10% of the approved annual budget.
- Checks for amounts greater than $10,000 shall require the additional signature of the CWAB President.
- The Treasurer is authorized to act on the Board's behalf on financial matters when action is required in advance of a meeting of the Board.
- The Treasurer may to act on behalf of a Club found to be out of compliance, including but not limited to removing access to financial accounts and Club authority.
- The Treasurer shall be a signatory on all corporate and Club financial accounts. The Treasurer's sole purpose as a signatory on Club accounts is to act on behalf of the Board for the purpose of audits or regulatory and compliance issues. The Treasurer does not have spending authority on Club accounts without the explicit approval of the Board for an intended purpose expressed within the Board action.

Club President:

- The President is authorized to sign checks up to $2,500 for expenses within 10% of the approved annual budget.
- Checks for amounts greater than $2,500 shall require the signature of the Club Treasurer.
- The President shall have the authority to limit Club Treasurer access, including limited financial account access, when a vote of no-confidence is approved by a 2/3 vote of the Club Officers. The Club President must immediately notify CWAB when calling for a vote of no-confidence.

Club Treasurer:

- The Club Treasurer is authorized to sign checks up to $5000 for expenses within 10% of the approved annual budget.
- Checks for amounts greater than $5000 shall require the signature of the additional signature of the Club President.
- The Club Treasurer shall have the authority to limit Club President access, including limited financial account access, when a vote of no-confidence is approved by a 2/3 vote of the Club Officers. A Club Officer (Treasurer, Secretary, or Member-At-Large) must immediately notify CWAB when calling for a vote of no-confidence.

Signatory Conflicts:

Current or former family members and close relatives are permitted to serve simultaneously as CWAB Directors or Club Officers, though they must not both be simultaneous signatories. For example, if two spouses are elected as the President and Treasurer of the same Club, one Officer must relinquish signing authority. In the provided example, it is recommended the President relinquish signing authority and designate the Vice President, Secretary, or Member-At-Large as the secondary authorized signer and reviewer of expenditures for internal controls.

Fundraising

Fundraising remains a core activity for CWAB and Clubs to advance our mission and support a safe, fun, and exciting sports program and environment for student athletes. Clubs work with various local businesses and community members to develop fundraising programs, many of which may work with multiple Clubs throughout the year or even simultaneously. The CWLSD also fundraises for athletics and other programs throughout the year. This policy section will review processes in place to avoid conflicts in fundraising between any CWLSD district or district-supported organization activity.

No Contact List

The following companies are on the No Contact List due to their already-committed financial support of the district:

- Kelly Abbot Relators
- Wyler Chevrolet
- Richart Automotive
- McKinlay Law Office
- Shade on the Canal

Sponsored activities and theme nights

All activities held on school property must be approved by CWAB and/or the Athletic Director before commencing. This includes on-property fundraisers, events, theme nights, etc.

Sponsors/Donors Recognition and Scoreboard Promotions

Sponsors and donors may be offered recognition of their donation at Club events, however, any recognition during a school-based function (such as a sports game or on the score board), must be approved by the CWLSD Athletic Director. This policy ensures Club fundraising does not conflict with school-based fundraising efforts.

All Clubs must have prior authorization for scoreboard promotions from the Athletic Director before offering sponsorship promotions and before displaying approved promotions.

Athletic Community Calendar:

CWAB will maintain a community calendar of all approved events. Events will be published online beginning at the launch of the CWAB website (anticipated early 2024). CWAB anticipates marketing the calendar to the community to look for dining choices and other fundraising events to support the Clubs. The calendar will also allow Clubs to plan fundraising events that will not conflict with already planned events by other Clubs.

Clubs must report all planned events and fundraising activity to CWAB with the submission of the approved budget. Updates to planned activity must be presented at each open meeting to ensure there are no conflicts as described herein. In the event a last-minute activity is planned between meetings, Club Officers are required to notify the CWAB President immediately and before activity commences to gain approval.

Fundraising with a purpose

Clubs operate with the purpose of enhancing the CWLSD athletic programs and raise funds to do so.

Event Fundraising

To maintain fairness in fundraising, Clubs will have the first right of refusal at sporting events directly associated with their clubs. For example, Tennis boosters will have the option to conduct fundraising events at tennis matches before softball would have an opportunity to fundraise during a tennis match.

Any Club or Booster organization that is currently fundraising at another sporting team's event are grandfathered into this policy. For example, the performing arts booster operates concessions at football events and will continue to do so.

Any club or booster organization that desires to hold a fundraiser during a sporting event, must first contact CWAB to make their request. CWAB will coordinate all requests with the appropriate Club and the Athletic Department to determine desire of the "first-rights Club" to lead or participate and make appropriate decisions on a case-by-case basis.

Long-Term Fundraising Campaigns

Long-term fundraising campaigns may be approved by the CWAB Board of Directors with a thoroughly developed plan for raising and spending funds. Annual campaign reports will be required to update the Board on long-term fundraising goals and progress to ensure the Club remains on target.

Excluded Donor Solicitations

The Canal Winchester community is filled with businesses, individuals, and organizations who support student athletes and others throughout the community. Some donors—especially local businesses—commit pledges directly through CWAB or the school district for various purposes. Entities who have pledged large donations or have made multi-year commitments to the district or any booster organization connected with CWLSD may be placed on an Excluded Donor Solicitation list.

Clubs may not solicit donations, big or small, from entities on the Excluded Donor Solicitation list.

Donation Receipts

As a 501(c)3, donors (corporate and individuals) are eligible for donation acknowledgement. All donors, both in-kind and monetary, shall receive a donation acknowledgement stating the financial value of their contribution. Donors are responsible for seeking professional advice for their tax liability. In-Kind donation values shall be recorded in the Treasurer's financial report.

Student Athlete Incentives:

We encourage familial involvement, goal setting, and maybe even a bit of healthy competition among teammates, however, Clubs may not offer excessive financial compensation, gift cards, or other rewards/incentives for highest-selling students or families. This includes privately rewarded incentives from outside parties. Clubs questioning the definition or guidelines should consult with CWAB.

Opening or Closing a Club

As the needs of athletic programs change, Clubs may open or close. To streamline the process, follow this guide to get started. Some programs may have access to utilize Student Activity funds to get started, though all funds remain under the control of the school district and cannot be transferred to a booster Club.

Community-Initiated Club Founding (Open):

- Step 1: Gauge participation and interest in opening a Club
- Step 2: Initiate a conversation with CWAB and the Athletic Director
- Step 3: Gather community involvement
- Step 4: Vote in Officers
- Step 5: Develop Club guidelines, budget, and activities
- Step 6: Receive Club training
- Step 7: Set up Club mailbox at district office
- Step 8: Open accounts; transfer earmarked funds from CWAB if applicable
- Step 9: Get volunteering!

Club-Initiated Closing (Close):

- Step 1: Initiate a conversation with CWAB and the Athletic Director
- Step 2: Vote
- Step 3: Finalize and submit all reporting requirements
- Step 4: Close accounts and transfer remaining funds to CWAB
  - Funds will remain earmarked for the designated sport for a minimum of two (2) years should a Club reopen in the future
- Step 5: Thank you!

CWAB-Initiated Closing (Close):

Clubs may be closed for cause by the CWAB.

- Step 1: Initiate a conversation with the Athletic Director, and when possible, the Club
- Step 2: Vote
- Step 3: Finalize and submit all reporting requirements
- Step 4: Close accounts and transfer remaining funds to CWAB
  - Funds will remain earmarked for the designated sport should a Club reopen in the future
- Step 5: Thank you!

TEMPLATES

Treasurer’s Book

Club Treasurers’ books must be maintained by each Club Treasurer. Best practices for record-keeping are detailed here, and templates are made available for easy adoption.

Supplies Needed:

- 3-Ring Binder
  - Size needs may vary based on the number of transactions of each Club
- Tabs/Dividers, 2 sets of 8
  - Used to separate sections and expenditures by month
- Multi-colored construction paper or cardstock

Should consist of:

- Section One: Guidance
  - Current CWAB Bylaws
  - Current Club Guidelines
- Section Two: Budget
  - Proposed Budget
  - Actual Budget (at close of Fiscal Year)
- Section Three: Expenditures/Deposits
  - Organized by month, July through June (tab labeled between each month)
    - Bank statement
    - Cash app statement
    - Statement to parents (if applicable)
    - RED paper for expenditures
    - Original receipts
      - TIP: Scotch tape all receipts to blank pages within book and label according to the expenses category, event, or purpose
    - GREEN paper for revenue
    - Original deposit records
- Section Four: Acknowledgements and Tax Forms
  - All donor acknowledgement forms in chronological order July through June
  - W9’s and other completed tax documents

Attachments

- W9 form
- Tax exempt form
- Donor acknowledgment, Sponsor SAMPLE
- Donor acknowledgement, In-Kind SAMPLE

[CLUB NAME]

EIN: 31-4400064

Donor Name: The **[BLANK]** Family
Attn: **[Name]**
[email@gmail.com]

Amount: $XX.XX

Date of Donation: **[DATE HERE]**

Sponsorship Information:

Thank you for your donation benefiting the **[SPORT]** student athletes. I, the undersigned representative, verifies under penalty of perjury under the laws of the United States of America that there were no goods or services provided by the nonprofit as part of this donation. Furthermore, as of the date of this receipt, the above-mentioned organization is a current and valid 501(c)3 nonprofit organization in accordance with the standards and regulations of the Internal Revenue Services.

Please contact your tax advisor to determine the deductibility of this sponsorship.

Representative Signature: ________________________________ Date: _______

Representative:
[TREASURER]
[CLUB NAME] Treasurer

[CLUB NAME]

EIN: 31-4400064

Donor Name: The **[BLANK]** Family
Attn: **[Name]**
[email@gmail.com]

Amount: $XX.XX

Date of Donation: **[DATE HERE]**

<u>Sponsorship Information:</u>

Thank you for your donation benefiting the **[SPORT]** student athletes. I, the undersigned representative, verifies under penalty of perjury under the laws of the United States of America that there were no goods or services provided by the nonprofit as part of this donation. Furthermore, as of the date of this receipt, the above-mentioned organization is a current and valid 501(c)3 nonprofit organization in accordance with the standards and regulations of the Internal Revenue Services.

Please contact your tax advisor to determine the deductibility of this sponsorship.

Representative Signature: ________________________________ Date: _______

Representative:
[TREASURER]
[CLUB NAME] Treasurer