



Onondaga Central School District Booster Club

Fund Banking Policy

1. PURPOSE

This policy is to guide the leaders of the individual fund accounts under the umbrella of the OCS Booster Club to provide the Officers of the Booster Club with the appropriate information and documentation to withdraw and deposit money from the specific fund account.

This policy will generate a paper trail for record keeping and accountability. These records are kept by the Treasurer along with the other accounting documentation for the OCS Booster Club.

2. SCOPE

- a. This policy applies to all Fund Leaders/Coaches and ASR's of the fund accounts under the umbrella of the OCS Booster Club.
- b. This policy describes processes for withdrawing and depositing funds in order to maintain financial documentation and to be compliant with OCS Booster Club bylaws.

3. DEFINITIONS

Term: Fund Leader

Definition: The leader or coach that oversees the fund account and has the final approval on purchases and withdrawals.

Term: ASR

Definition: Activity Specific Representative who supports the fund leader with fund raising activities and maintenance of the fund account. ASRs must work in collaboration with the Fund Leader/Coach. ASRs need Fund Leader/Coach approval before making any purchases for said clubs.

4. BANKING PROCEDURES AND RESPONSIBILITIES

a. DEPOSITS

- 1) The Fund Leader/Coach completes the top portion of the *Booster Fund Deposit Request Form* and signs. Fund Leader/Coach signature is required on all deposits.
- 2) Money for deposit and the completed deposit form are put in an envelope and placed in the Booster Club drop box located in the main office on the wall next to the mailboxes.
- 3) The Fund Leader/Coach emails the Booster Club to notify the Treasurer that a deposit has been left in the office for pickup.
- 4) The Treasurer will generally pick up on Tuesday mornings. Upon pick up, the Treasurer will count the money and complete the bottom portion of the deposit form to leave as a receipt for the Fund Leader/Coach.
- 5) The Treasurer will deposit the money into the banking account and log the deposit into the specified fund account.

b. WITHDRAWALS

- 1) The Fund Leader/Coach completes the *Booster Fund Withdrawal Request Form* and signs. Fund Leader/Coach signature is required on all withdrawals.
- 2) The Fund Leader/Coach places the withdrawal form in the Booster Club drop box located in the main office on the wall next to the mailboxes.
- 3) The Fund Leader/Coach emails the Booster Club to notify the Treasurer that a withdrawal request has been left in the office for pickup.
- 4) The Treasurer will generally pick up on Tuesday mornings. Upon pick up, the Treasurer will obtain the Booster Club President's signature prior to withdrawal.
- 5) Upon the President's approval, the Treasurer will write a check and either mail the check as requested or will leave the check at the main office for the Fund Leader/Coach and notify the Fund Leader/Coach that the check is available.