

Pickerington North Athletic Booster Club (PNABC)
Financial Management Policies
Effective July 1, 2006

1. Scope:

- A. The policies and procedures contained within apply to all organizations operating under the PNABC Constitution and By-Laws, including:
 - a. Board of Directors
 - b. Committees with approved accounts
 - c. Sport Clubs
- B. The officers of the Board of Directors, Head of Committees, and each Sport Club are obligated to ensure compliance to these policies and procedures.

2. Use of Funds:

- A. Use of funds is restricted to the operating expense of each organization and our stated mission of supporting athletics at Pickerington High School North and Lakeview Junior High.
- B. Funds will be used to the benefit of individual sport teams or the Athletic Department as a whole.
- C. Funds will not be used to the benefit of a single individual or sub set of a team other than to:
 - a. Recognize the personal career achievements of a Coach up to an aggregate limit of \$500.00 per fiscal year.
 - b. Recognize the personal athletic achievements of a student athlete up to an aggregate limit of \$200.00 per fiscal year.
 - c. Recognize graduating seniors in the form of senior gifts up to an aggregate limit of \$100.00 per senior per fiscal year.
 - d. Registration or membership fees for Coaches and/or staff members to organizations or events designed to improve their skills up to a limit of \$100.00 per event and \$300 per fiscal year per individual.
 - e. Registration or other fees associated with a student athlete's participation in a post season "All Star" event up to a limit of \$50.00 per event and \$150 per fiscal year.

D. Sport Clubs expenditures are specifically limited to the following categories:

- a. Spirit apparel
- b. Supplements to team uniforms to be kept by the player (e.g. shoes, warm ups)
- c. Defraying costs of team camp registration and related housing, meals or transportation
- d. Defraying overnight costs of housing, meals or transportation associated with scheduled contests
- e. Individual awards and gifts as set forth in 2.C above.
- f. Awards and gifts to recognize participation of all student athletes on a team in the form of awards or gifts up to an aggregate limit of \$200.00 per student
- g. Meals, decorations and facility expense associated with providing a season ending banquet
- h. Expenses associated with approved fund raising events
- i. Reasonable operating expenses of the Sport Club (e.g. bank fees, postage, office supplies).
- j. Donations to other charitable/service organizations whose stated mission is the support of the students and/or programs of the Pickerington Local School District.
- k. Prior to making commitments for any expenditure category not listed above, the Board of Directors must approve the exception.

3. Compliance with OHSAA:

- A. The officers of the Board of Directors, and each Sport Club are obligated to ensure compliance to all OHSAA policies relative to student athletes.
- B. No single item, or generally accepted set of related items, provided to a student athlete with the intent of the student athlete retaining ownership of the item can exceed a value of \$200.00.

4. Indebtedness and Other Liabilities:

- A. All organizations within the PNABC will operate on a cash basis at all times. Funds must be present and in reserve before entering into any financial liability.
- B. All liabilities are to be in the form of purchase accounting limited to payment in full within 30 days of billing following delivery of the products or services obtained in the normal and approved operation of the organization's mission.
- C. All levels of the PNABC organization (Board of Directors, Sport Clubs and Committees) are specifically prohibited from entering into any long-term debt or other form of long-term liability.
- D. No organization within the PNABC will open a credit card account or any other form of revolving credit.

- E. Any club or committee that retains services over \$500 must enter into a written contract with providing party and be approved by that sport club.

5. Depository Accounts:

- A. Each organization within the PNABC will maintain one checking account at Fairfield Federal as a depository of all funds:
 - a. Each account will be named PNABC followed by the Board, Sport Club, or Committee name.
 - b. Each account will be opened under the PNABC TIN number
 - c. Any Committee or Sport Club opening a new account must have prior approval from the PNABC treasurer and must be reported within seven calendar days after opening the account to the Treasurer of the PNABC indicating:
 - i. The name of the Organization
 - ii. Account Number
 - iii. Opening Balance
 - iv. Name, Address and Telephone of the signer(s)
- B. No account will have a debit card, check card or credit card.
- C. No PNABC funds are to be held in any other form of depository account or at any other financial institution.
- D. No PNABC funds will be placed in any form of investment including Certificates of Deposit.
- E. Each account must have two officers of the club or committee as the authorized signers and will maintain dual custody of the account throughout their term(s). The PNABC Treasurer will maintain inquiry capabilities on all accounts.
- F. It is the responsibility of the Treasurer, Committee Chair(s), and Sport Club(s) to deposit all checks within two weeks and deposit cash received within 48 hours.
- G. The Treasurer(s) and Sport Clubs shall pay all invoices within a timely manner.
- H. No employee of the Pickerington Local School District will be an authorized signer on any PNABC account, if the account is directly related to that employee's official PLSD duties.
- I. The PNABC Treasurer will have inquiry access to all accounts under a blanket letter of authorization on file with Fairfield Federal.

6. Cash Accounts

- A. All organizations are encouraged to limit the use of cash as much as possible.
- B. When incidental cash is involved, establish a means of accountability and/or dual control.
- C. If an ongoing cash fund is required (e.g. concessions):
 - a. Establish a means of accountability and/or dual control.
 - b. Deposit all cash into account within 48 hours.
 - c. Establish a cash account in Financial Reporting Workbook
 - i. Post summary transactions using proper Income and Expense categories

7. Escrow Accounts

- A. The Treasurer the PNABC may open a Fairfield Federal Money Market Account to retain funds pledged for long - term development projects.
- B. Funds in Escrow may be deposited in Fairfield Federal Certificates of Deposit given the approval of the Board of Directors.

8. Reporting

- A. The PNABC Treasurer and all Sport Clubs and Committee Treasurers will utilize PNABC Financial Reporting Workbook to record all transactions, and:
 - a. Each sport club must approve a budget for the following fiscal year and submit it to the PNABC treasurer by:
 - i. April 15th for fall sports clubs; and reviewed by PNABC officers for approval at the May meeting.
 - ii. July 15th for winter clubs; and reviewed by PNABC officers for approval at the August meeting.
 - iii. October 15th for spring sports clubs; and reviewed by PNABC officers for approval at the November meeting.
 - b. If changes occur to established budget, including fundraising activities, then a revised budget must be approved by the sports club and reviewed by the PNABC officers.
 - c. PNABC officers will review and approve budgets to coordinate all fundraising activities to eliminate redundancy and intraorganization competition.
 - d. Use only the income and expense categories established by the PNABC Treasurer.

- e. Provide the following quarterly reports to the PNABC Treasurer by the established due dates:
 - i. On or before **October 15th** – Year-to-Date Summary of Income & Expense Form for the period of July 1 to September 30 and copies of bank statements for the months of July, August & September.
 - ii. On or before **January 15th** – Year-to-Date Summary of Income & Expense Form for the period of July 1 to December 31 and copies of bank statements for October, November and December
 - iii. On or before **April 15th** – Year-to-Date Summary of Income & Expense Form for the period of July 1 to March 31 and copies of bank statements for January, February & March
- f. Provide Year-End Financial Close-Out Package on or before **July 15th** to the PNABC Treasurer with the following reports:
 - i. Year End Balance Sheet as of June 30
 - ii. Year End Summary of Income and Expense Form for the period of July 1 to June 30
 - iii. Copies of bank statements for April, May and June
- B. The Treasurer of the PNABC will post the Year End Summary for each Sport Club and provide a consolidated Year End Summary for the organization to the Board of Directors, including income and expense summary for reporting to the IRS and PLSD Treasurer.
- C. Failure to comply by sport clubs with the quarterly and year-end reports by established due dates will result in the following:
 - a. For the first violation, probation for the remainder of the fiscal year in which the sport club will receive special training and attention from the Treasurer to ensure compliance with appropriate accounting practices.
 - b. For the second violation, suspension of club operations pending a re-organization of the club and review of the club finances to ensure compliance with appropriate accounting practices.
 - c. For the third violation, disband the club to maintain the tax-exempt status of the entire PNABC.

