

Jefferson Academy Booster Club

Spending & Deposit Guidelines for Clubs and Sports Teams

JA Boosters is a volunteer parent run nonprofit organization with a 501(c) (3). Our goal is to provide financial and organizational support for the Junior High and High School Clubs and Athletics. Our 501 (c) (3) designation gives all our groups the ability of tax-exempt donations and purchases with our certificate. We would like everyone to help by following the guidelines below to help keep JA Boosters in compliance with the IRS.

Deposits:

1. Please put deposits in the Boosters box within two weeks of collecting the funds. You can add multiple deposits for one event. [Deposit Form](#)
2. You have two options for deposits:
 - a. **Option one** - You can track categories below and submit deposits with this amount
 - i. Spirit gear (T-shirts, warm up gear, etc.)
 - ii. Uniforms (anything that is part of the uniform)
 - iii. Fundraising (anything from an event where you are collecting money)
 - iv. Non-Fundraising event (where you received funds at an event, but it is to pay for the event itself. You are not making a profit.)
 - v. Camp (these are just camp fees)
 - vi. Dues (club or sports dues)
 - vii. Donations (any of these will receive a letter from Boosters)
 - b. **Option two** - We can create a CheddarUp Store upon your request to allow direct payments to your account. We can, at your request, offer payment via check/cash within your store. In this situation payments go to you directly to then deposit via a deposit submission. Cheddar Up stores provide accountability and detailed tracking on payments and orders for all transactions.
 - i. Your store will be displayed on the [Boosters Payments page](#).
 - ii. Your store will provide you detailed reporting
 - iii. You can be added to your store to self service
 - iv. Request a store [HERE](#)

Please communicate how your club or sports team would like to proceed with their deposits, please give at least 7 days for the treasurer to support your store request.

Expenses:

1. Each expense must be approved by the club's teacher sponsor or coach of the sports team and a withdrawal/reimbursement form. [Reimbursement Form](#)
2. Parent volunteers will not be given your account statements or account information. If you would like to share it with your parent volunteer, please do.
3. Please fill out the withdrawal/reimbursement form completely so the treasurer can process payment in a timely manner. [Reimbursement Form](#)
4. In the description, please be clear about the purpose with detail of the expense. Please explain how the children benefit or the reason the expense is needed for the students. If you have more than one expense, please categorize them in these categories:
 - a. Spirit Gear – T-shirts, warm up gear, anything not uniform related
 - b. Uniforms – anything related to the uniform
 3. Office Supplies – paper, pens, markers, poster board, etc.
 - c. Professional services- umpire fees, ref fees, yoga, work outs, etc.
 - d. Affiliate payments – dues you pay to run your club or sports team
 - e. Travel – food, lodging, etc. for students you take on any trip. Please list all students and adults on the trip.
5. Please ask if you are not sure how to categorize something. The Boosters Treasurer will be happy to help make sure it is categorized correctly.
6. If at any point you send someone to an event or pay for specific services for just one student, there needs to be an explanation as to why you chose that student over others. As a nonprofit, no student can benefit over others without just cause. Please document adequately to cover your bases.
7. We cannot show appreciation to a parent volunteer in the form of gift cards of large amounts. Gift cards are considered cash and can be considered paying someone. This could be a red flag for an audit. Any gift card over \$50 will have to be reviewed with the Boosters board for approval.
8. Withdrawal requests ([Reimbursement Form](#)) can be made via online digital form, email with withdrawal form attached or hard copy delivered to the Boosters box located in the JA office.
 - a. Receipts must accompany all requests.
 - b. Approvals must accompany all requests.
 - c. Boosters will pick up paperwork from the school once per week.
9. If you are submitting for someone else to get paid or an agency to get paid, you must put the organization or person's name AND address for mailing purposes.
10. If an invoice can be paid with direct pay or a credit card, please note on Withdrawal form.

Things to make it easier for you:

- We have an Amazon Business account, if you would like an item(s) purchase via Amazon, please send the items you want to purchase along with a delivery address to BoostersMoney@JAJags.com . We will send confirmation back to requestor.
- Please try not to take on large expenses. Boosters has the ability to pay digitally or with a card with prior notice and a withdrawal form. Please contact BoostersMoney@JAJags.com or Boosters@JAJags.com.
- You may request direct billing to JA Boosters and submit your withdrawal form on-line. Any other invoices you can submit directly to BoosterMoney@JAJags.com for payment along with a withdrawal request.
- If you have a large purchase, please connect with Boosters for a tax-exempt certificate to alleviate the tax charges.
- You cannot use our tax-exempt certificate if Boosters is not paying for the purchase directly. If you are getting reimbursed, you cannot use our tax-exempt number.
- Reimbursements take 7-14 days to process after receipt.
- All requests for documentation are for accountability to the IRS if audited. As a 501(c)(3) Boosters need to follow strict rules. Together we can all make sure our books are complete and error free.

If you have any questions or have an immediate need for payment, please contact the Boosters Treasurer – BoostersMoney@JAJags.com or the Boosters President at Boosters@JAJags.com

Thank you,

JA Boosters Treasurer – BoostersMoney@JAJags.com

JA Boosters President – Boosters@JAJags.com