

## Jefferson Academy Boosters

### Spending Guidelines for Clubs and Sports Teams

JA Boosters is a volunteer parent run nonprofit organization with a 501(c) (3). Our goal is to be a financial and organizational support for the Junior High and High School Clubs and Athletics. Our 501 (c) (3) give 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 accountable 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.
2. You have two options for deposits:
  1. **Option one** - You can track categories below
    - 1.Spirit gear (T-shirts, warm up gear, etc.)
    - 2.Uniforms (anything that is part of the uniform)
    - 3.Fundraising (anything from an event where you are collecting money)
    - 4.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.)
    - 5.Camp (these are just camp fees)
    - 6.Dues (club or sports dues)
    - 7.Donations (any of these will receive a letter from Boosters)
  - b. **Option two** - We can create a google form parents can access with a PayPal and venom information. We can put all items Parents may need to purchase with amounts, then you will have access to see who is ordering what. We will be able to mark who is paying online and you can mark checks and cash. You will then be able to print the form and put it in the Boosters box without filling anything else out.

**Please communicate how your club or sports team would like to proceed with their deposits.**

#### Expenses:

1. Each expense must be approved by the club's teacher sponsor or coach of the sports team.
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 form completely so the treasurer can process payment in a timely manner.
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:
  1. Spirit Gear – T-shirts, warm up gear, anything not uniform related
  2. Uniforms – anything related to the uniform
  3. Office Supplies – paper, pens, markers, poster board, etc.
  4. Professional services- umpire fees, ref fees, yoga, work outs, etc.
  5. Affiliate payments – dues you pay to run your club or sports team
  6. 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 a gift cards of large amounts. Gift cards are considered cash and can be considered paying someone. This could be a red flag for audit. Any gift card over \$50 will have to be reviewed with the Boosters board for approval.
8. Withdrawal request can be made via email or hard copy delivered to the Boosters box located in the JA office. Receipts must accompany all requests. 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 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 an delivery address to [BoostersMoney@JAJags.com](mailto:BoostersMoney@JAJags.com). We will send confirmation back to requestor.
- Please try not to take on large expenses. Boosters has 2 credit cards that can be used if requested with prior notice. Please contact [BoostersMoney@JAJags.com](mailto:BoostersMoney@JAJags.com) or [Boosters@JAJags.com](mailto:Boosters@JAJags.com).
- Sportline has been instructed to send invoices straight to Boosters for promptly payment. Any other invoices you can send directly to [BoosterMoney@JAJags.com](mailto:BoosterMoney@JAJags.com) for payment.
- 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 days to process after receipt.
- All requests for documentation are for the 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](mailto:BoostersMoney@JAJags.com) or the Boosters President at [Boosters@JAJags.com](mailto:Boosters@JAJags.com).

Thank you,

JA Boosters Treasurer – [BoostersMoney@JAJags.com](mailto:BoostersMoney@JAJags.com)

JA Boosters President – [Boosters@JAJags.com](mailto:Boosters@JAJags.com)