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# MBX BOOSTER TREASURER INSTRUCTIONS & FAQs

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All forms and documents can be found at [mbxfoundation.org](https://mbxfoundation.org)>Booster Clubs>SCOs

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## CHECK DEPOSITS (Amy)

- Download and complete the **MBX Booster Check Deposit Form**.
- Submit the completed form with checks via mail or drop-off. Addresses are on the bottom of the form. DO NOT deposit at the bank.
- Checks must be made payable to "MBX Foundation" or "MBX." Any checks with a different payee (e.g., booster club name) cannot be deposited.

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## CASH DEPOSITS (Amy)

- Boosters must take cash directly to the bank with an MBX deposit slip.
- Deposit slips are available in the MBX office.
- Write your Booster Club name on the slip before making the deposit.
- After depositing, email the bank deposit receipt and **MBX Booster Cash Deposit Form** to MBX.

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## ASKS & DONATIONS (Amy)

- Booster ASKs will expire at the end of the MBX booster season. Your ASK amount cannot be changed once it's been approved by the MBUSD Board.
- Online ASK Payments through Active:
  - Once approved, your ASK will be set up on the Active payment platform and ASK Donation buttons will be added to your booster page.
  - Online donations automatically generate email receipts with MBX tax information. Parents can log into Active to print receipts at a later date.
  - Stephanie will email the booster treasurer with any ASK activity received through Active each week.
- ASK Payments made with checks:
  - Follow above procedures for Check Deposits. ASKs should be coded to account 300-Donations.
  - Booster Clubs are responsible for sending tax receipts for check payments.
  - Contact Amy for the MBX Sample Tax Letter.
- ASK Reports
  - Active ASK reports are sent automatically to the Booster President and Treasurer.
  - Contact Amy to adjust the frequency or stop receiving reports.

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## PAYMENT FORMS (Amy)

- Square, check and cash are the only accepted forms of payment for goods and services such as snack stand sales and apparel.
  - VENMO, ZELLE AND OTHER CASH PAY APPS ARE NOT ACCEPTABLE FORMS OF PAYMENT.
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# MBX BOOSTER TREASURER INSTRUCTIONS & FAQs (cont)

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## CASH BALANCES

- Email Amy or Stephanie to request your cash balance at any time.
- Monthly cash roll forwards are sent out after the prior month's books are closed.

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## GENERAL LEDGER REPORTS (Stephanie)

- GL reports are automatically sent through QuickBooks to the Booster President and Treasurer. Reports will only be sent to the generic Booster President and Treasurer email accounts.
  - Submit **MBX Booster Financial Reporting Schedule Form** on MBX website to schedule preferred frequency of GL reports.
  - Treasurers must reconcile the GL with deposits, check requests, and Square activity each month.
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