
MBX BOOSTER TREASURER INSTRUCTIONS & FAQs



BOOSTER TREASURERS - PLEASE READ THROUGH THIS DOCUMENT

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

MBX FINANCE TEAM CONTACTS:

PHONE: (424) 510-4MBX

Amy Bindler - amy@mbxfoundation.org
Stephanie Mibu - stephanie@mbxfoundation.org
Leslie Whittet - leslie@mbxfoundation.org

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.

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.

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.
- Check ASK Payments
 - 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.

GENERAL LEDGER REPORTS (Stephanie)

- Monthly GL reports are automatically sent through QuickBooks to the Booster President and Treasurer.
 - Submit **MBX Financial Reporting Form** to schedule more frequent GL reports.
 - Treasurers must reconcile the GL with deposits, check requests, and Square activity each month.
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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.

CHECK REQUESTS (Leslie)

- Download and complete **Check Request Form**.
- Include an Invoice number (if applicable) on the check request.
- Email check request to: MBXFOUNDATIONINC1@bill.com and cc 2 Booster club officers.
- Attach all invoices and receipts.
- Checks will be processed within 3 days of receipt.
- Allow 10-14 days to receive the check after a request is submitted.
- Direct deposit is available for all reimbursements and funds are available within days after receipt of a completed request.
- Any fees incurred related to the re-issuance of checks or stopping payment of checks are the responsibility of the booster organization.

DIRECT DEPOSITS (Leslie)

- ALL coach stipends and contractor payments are only issued through direct deposits.
- A **W9** and **Direct Deposit Form** are required.
- Email check request to: MBXFOUNDATIONINC1@bill.com and cc 2 Booster club officers.
- Attach all invoices and receipts.
- Direct deposits will be processed within 3 days of receipt.

1099's: All check requests for coaches and contractors must be charged to one of the following expense accounts: #500-Coach Stipends, #502-Coach Gifts, #510-Trainer or #560-Contractors. This is considered income and a 1099 will be generated and mailed in January.

CREDIT CARD (Leslie)

- Each year, when you submit your **SCO Application Form**, you must complete and sign the MBX **SCO Annual Credit Card Agreement Form**. This form must be completed and submitted before using the credit card.
- The MBX credit card may be used for purchases of \$1,000 or more.
- Download and complete **Credit Card Request Form**.
- All requests for credit card use must be approved before the card can be used.
- After approval, submit all receipts and invoices for the purchase.

**For financial questions or additional info contact the MBX Foundation Controller:
Amy Bindler - amy@mbxfoundation.org
Phone: (424) 510-4MBX**