

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

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)	<ul style="list-style-type: none">Download and complete the MBX Booster Check Deposit FormSubmit 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)	<ul style="list-style-type: none">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)	<ul style="list-style-type: none">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:<ul style="list-style-type: none">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<ul style="list-style-type: none">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<ul style="list-style-type: none">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)	<ul style="list-style-type: none">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.
--	---

MBX BOOSTER TREASURER INSTRUCTIONS & FAQs (cont)



All forms and documents can be found at mbxfoundation.org>Booster Clubs>SCOs

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