



MBX SCO Treasurer FAQ

You have questions, and MBX can help you find the answers. Please email me, Kathy Duffy, if you have any questions kathy@mbxfoundation.org – I am here to help!

Check Deposits

- You can find the deposit form on our website, www.mbxfoundation.org, under the booster dropdown menu/forms. Also direct link [here](#).
- Save to your computer and add booster club name, your name and email and save again
- The form accompanies the checks when mailed or dropped off – the address is on the bottom of the form.
- The payee must be MBX Foundation or MBX, which is the name on our bank account, please review all checks before giving to MBX. Any checks received with anything else on the payee line, (ie the name of your booster club) will not be deposited. Booster clubs are responsible for sending the tax receipts for any check donations. Please email me for the sample letter.

Cash Deposits

- Boosters must take the cash to the bank directly – please do not deposit checks at the bank.
- Please email me the deposit form (see above for instructions on finding it).
- Email me so I can mail you some deposit slips. When you make the cash deposit at the bank, please write your booster club name on the deposit slip. Once you have made the deposit, please email me a deposit form for the cash and a copy of the bank receipt. The deposit will not be entered into Quickbooks until I receive both.

Asks

To have your Ask set up, email me the ask amount and who should receive the reports. I will update the buttons on your booster page as well. Receipts include the tax information and parents can log into Active to print their receipts. The activity roster and donation reports are sent out automatically. Let me know how often you want to receive it. Please email me anytime if you want them to stop or receive them more frequently. The Ask will expire June 30, which is the end of the booster year.

Monthly Reports

- Automatic general ledger reports can be sent out of Quickbooks. You may also request the previous month report as well as the booster year to date report. Please let me know which reports you want and how often.
- Booster treasurers should be reconciling the monthly general ledger to the deposits and check requests.

