

# RESPONSIBILITIES OF THE TREASURER

## BUDGETING AND REPORTING

A budget is required by MBX by June 30 (June 1 for year-long and fall sports) for the upcoming school year. The SCO budget should be based on last year's actual with known changes for the upcoming year. Most SCOs can expect to have consistent fundraising and spending in their programs each year. The SCO board should discuss plans and a budget for the coming year. The Treasurer/President should also obtain input from the coach or advisor. Certain years may require the purchase of equipment, uniforms, additional support personnel, etc., which need to be considered in the budget.

MBX provides, on request, accounting reports to the SCO. The Treasurer should present the report and a current financial status for the SCO at the booster board meetings. See detail below.

It is every SCO member's right to see a full disclosure of the SCO financials. The treasurer and board are encouraged to be completely transparent about the SCO's financials.

The budget submitted to MBX (by June 30 for the coming year) should be approved by all SCO members, not just voting board members.

## ACCOUNTING FUNCTIONS

Prepare deposit slips and submit deposits to MBX (checks must be made out to MBX Foundation, with the booster club name in the memo line)

- Deposit form is located on this webpage.
- Prepare and submit reimbursement requests to MBX
  - All disbursements for the SCO are processed by MBX. A check request form (available on this webpage) must be fully completed and signed by the treasurer. Receipts must be attached to (or included with) the check request. The board may require that an officer in addition to the treasurer be authorized to approve check request. If this is necessary, the authorization should be kept on file with the SCO and submitted to MBX.
- Check requests may be mailed or scanned and sent by email.
  - The treasurer should keep copies of all check requests, receipts and deposit forms. Generally, MBX prepares checks every Friday for mail to vendors and/or for pickup by vendors or SCO representatives. Please provide your check requests no later than Thursday at 3pm for MBX printing and pick-up or mailing on Friday. Checks are generally ready for pick-up by 10am.
- For Accounting purposes, MBX operates on the Calendar Year (1/1 – 12/31) and utilizes Quickbooks Online software.
  - MBX management can provide general ledgers, statements of income and expenses and balance sheets for whatever period you need the report to cover.
  - Reports are generally available within 24 hours of request.
  - MBX also offers the option to sign up to receive a monthly general ledger report.

## FEES FOR ONLINE PAYMENTS VIA CREDIT CARDS OR ELECTRONIC CHECK

MBX has set up each SCO to accept donations and other payments online via the MBX website and our payment processor, Active. MBX Foundation accepts all major credit cards as well as an electronic check option. The transaction fees will be charged back to the SCO. Charges are as follows:

- 1.88% technology fee for every transaction
- +2.94% for credit card transactions (for a total of 4.83 %)

Some SCOs ask their donors to increase their donation or the price of items to cover the credit card fee. As an example, if your suggested donation is \$100, you might ask donors to consider donating \$105 to cover the credit card processing costs.

Additionally, MBX offers the option for SCOs to process payments for apparel and other items using Square Online Store or Square Point of Sale. Square Online Store could be an appropriate option when there are a variety of items and/or ticket sales or when transactions include people outside of the booster organization. Square Point of Sale is used at events such as parent meetings, parties, or snack stands. The fee for these transactions is 2.9% plus .30 per transaction. For more information on these options, please contact MBX staff.

## **EXPENSES AND EXPENSE REIMBURSEMENT**

- There is no requirement regarding who can pay for items needed by the SCO to support the team/organization (for example equipment, tournament registrations, and banquet deposits).
- All expenses should be approved by the board or the SCO president and treasurer at a minimum. No SCO member, parent, coach or instructor should spend the SCO's funds without prior approval.
- Inform all members of the SCO that if they pay for an item that requires reimbursement, they should complete the reimbursement form and submit this to the SCO treasurer with the original receipts. The originator should keep a copy of the form and receipt.

## **FEES RELATED TO COACHES, TRAINERS, INSTRUCTOR FEES AND TRANSPORTATION**

*There are specific MBUSD and Manhattan Beach Unified Teachers Association contractually negotiated "Extra Duty Stipends" for coaches and teachers. These stipends are based on seniority and experience and are non-negotiable by the SCO. The stipends can be viewed in Appendix D of the Master Contract between MBUSD and MBUTA available on the MBUSD.org website, under Human Resources/Salary Schedules, or clicking this link: [http://www.mbusd.org/apps/pages/index.jsp?uREC\\_ID=138458&type=d&pREC\\_ID=269333](http://www.mbusd.org/apps/pages/index.jsp?uREC_ID=138458&type=d&pREC_ID=269333)*

- MBUSD pays in-season coaching stipends for each team/activity. The number of stipends paid by MBUSD is at minimum one head coach stipend per sport. In many cases, the district will fund at least one additional assistant coach stipend. For larger teams, there may be more stipends paid by MBUSD. Please refer to individual SCO records to determine the number of stipends funded to your team.
- If additional instruction or coaching is deemed necessary, and approved by the MBUSD staffer (coach/instructor) and the SCO, this person can be paid outside of the stipend schedule. This is treated as an SCO expense. The person providing the service should submit an invoice for services rendered.
- Coaches/instructors cannot be paid an amount above the extra duty stipend schedule amount while in season.
- An SCO can elect to pay "off-season" stipends to compensate coaches for training and conditioning programs conducted outside of the regular season. Off-season compensation should not exceed \$5,000 per "off-season" per program (i.e. football is a fall sport, with three off-seasons: winter, spring, and summer, therefore, the SCO can choose to pay as much as \$15,000 in off-season stipends). SCO's may use the MBUSD contractually negotiated "Extra Duty Stipend" schedule as a guide to determine appropriate individual off-season coach pay. Please contact us if you need additional information. Excessive stipends may require justification.
- CIF Playoff costs, including transportation, entry fees, housing and site janitorial and clean-up costs are funded by Mira Costa ASB. However, given the success of many Mira Costa sports, it is prudent to confirm the availability of funds with the VP of Athletics, prior to booking transportation and hotels.

## **FEES RELATED TO FIELD TRIPS AND JANITORIAL COSTS**

- While MBUSD supports field trips and tournament travel, there is no funding for any related costs. These costs include the costs of substitute teachers required if your faculty member attends the field trip as well as the cost of required administration chaperones.
- MBUSD proudly supports MBX and its SCOs; however, certain events cannot be supported by existing janitorial staff and will necessarily incur additional costs not included in the District's budget. If you anticipate holding a special event after regular school hours and/or on the weekend at Mira Costa, consider including janitorial costs in your budget. This includes but is not limited to tournaments, track meets, concerts and productions, on-site banquets, and special meetings.