

CHS CAC Team Rep/Treasurer's Information & Reminders

Treasurer: Kim Stinson, CentennialCACTreasurer@gmail.com

Co Treasurer: Tami Jones

All checks payable to: **COUGAR ATHLETIC CLUB (CAC)**

* Write team name/fundraiser in memo line of check

TEAM DEPOSITS

- Complete the Team Deposit Form (dated July 2019).
 - Make sure to indicate if it is a fundraiser, donation, etc. and please write legibly.
 - **Two signatures are required on the form for ALL deposits.**
- Place **all cash** deposits in front office vault (give to Ms. Jeter or Ms. McCullough) & annotate on form.
- Send the treasurer an e-mail to notify there is a deposit for pick up.
- Separate out deposits for BANNER SPONSORSHIPS money from other deposits.
- **PLEASE DO NOT** place cash in the CAC mailbox in the front office.

TEAM FUNDS REQUESTS

- Complete the Team Fund Request Form (dated July 2019) and place in the CAC mail box.
 - **Coaches are NOT allowed to request funds**; a parent representative must do this.
 - **If the request is \$1,000 or over – two signatures are needed on the form.**
 - Give a good description of the request in the "reason for request" area.
- Requests placed in the CAC box by Monday, with adequate supporting documentation, will have checks written by Friday of that week.
- Attach related invoice (not statement), receipt or other paperwork as backup.
- Reimbursement requests must be accompanied by a receipt and should not include sales tax unless the item is for resale

MERCHANDISE FOR RESALE

- As a non-profit organization, we do not have to pay sales tax on items purchased. **We do, however, need to pay sales tax on items resold for fundraising purposes.** Please help us keep this straight.
- Indicate on the Team Funds Request Form if the purchase is for fundraising/resale items versus team/player items – especially apparel.
- Keep these request forms (and vendor invoices) separate from purchases for the team itself.
- If you have questions, please send an e-mail to CentennialCACTreasurer@gmail.com.

SCHOOL FUNDRAISER FORMS

- Don't forget to complete the booster fundraiser request required by the school for all fundraising events. The CAC will also need to sign this form. Place it in the CAC box for signature.
- Once your team receives a fully approved fundraiser form back from the CHS office, please place a copy in the CAC mailbox. We will need this information when reporting to the IRS.

TEAM ACCOUNT ACTIVITY

- Team account activity/balances will be provided upon request via e-mail.
- Please review account activity sheets, because we are human and may make mistakes.

During the school year the CAC Mailbox in the front office will be checked frequently. However, if you have an urgent request or need, please contact the treasurer.

PRINT NAME

NAME OF TEAM (i.e. Softball, Wrestling)

SIGNATURE

DATE