



## Revenue and Expense Guidelines

The following are recommended cash handling and expense guidelines for Booster Teams or Clubs and their account representatives.

1. All booster team representative will be required to turn in a monthly Expense report which details the revenues and expenses for the month. The report should start with the monthly balance, include any revenues and expenses for the month and reconcile to the ending balance.
2. When handling cash please ensure the following:
  - a. All deposits are made directly to the bank within 24 hours.
  - b. No ATM or cash withdraws.
  - c. TWO adults are to be with cash at all times.
  - d. Count the cash with three people present. Two people need to count the cash with a witness. Write down the amount of cash. Have all three sign and date next to the cash amount.
3. Expense Guidelines
  - a. Never write checks to yourself, if you need to be reimbursed for expenses please have the check signed by one of the other account holders. (LPC President and Treasurer).
  - b. Avoid transfers from one account to another, as an alternative please write a check to the club and have it deposited.
  - c. Please ensure all reimbursements/payments are accompanied by a reimbursement form, appropriate receipts and signed by account representative.
  - d. When using debit cards please ensure all receipts are kept and attached to the monthly expense report, with a description of the expense on the receipt
4. The Lions Parent club will be reconciling the accounts at the end of every month and verifying receipts. Please contact them directly if you have any questions or concerns at [libertylpc@gmail.com](mailto:libertylpc@gmail.com).

I have read and understand these guidelines.

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Name (of Booster Rep)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date