



CliffsNotes®

For Ponte Vedra Sports Treasurers

- ☐ **COACHES SHOULD NOT BE COLLECTING MONEY OR ASKING FOR REIMBURSEMENT**
 - ☐ If a coach must make purchases or buy meals WHILE ON A TRIP, advanced written permission from the AD is required
- ☐ Any necessary items/payments should be made by requesting a check in advance or by a parent AND should be an approved expense based on the teams preset budget.
- ☐ **ALL Checks MUST be made out to PVSBC - nothing else!**
- ☐ Only one reimbursement request per email - ie, please do not send 6 in one email
- ☐ Only one person/business per reimbursement request - can have multiple receipts on one request for that person
- ☐ Check requests need to be accompanied by all receipts in the same email
- ☐ Each receipt amount must be written on the check request form - not just the total amount
- ☐ Receipts must show ALL items purchased - including each food item - NO GOOGLE LINKS
- ☐ No alcohol/bartender fee should appear on any receipt
- ☐ If you need the check fast you can request it be printed for pick up!!
- ☐ Check Deposits and check pick up are at my house in Coastal Oaks, I leave a box out front!
- ☐ Cash deposits over \$200 must meet me at the bank - Wells Fargo Nocatee
- ☐ **I am working with 24 sports, please include which sport you are emailing me about in the subject line of the email! For example, Boys Basketball Check Request.**

TIPS:

- ☐ Only have one person per sport as your treasurer that contacts me please!
- ☐ Plan ahead and get the check cut before payment is due. If you submit the invoice right away, no parent will have to pay! I can also cut a check for pick up.
- ☐ Encourage parents to donate small on- time purchases and not submit receipts under \$10.
Example: cases of water/snacks (otherwise hold receipts until the reimbursement is \$50+)

Here's How!

- ☐ **Date, sport, treasurer name, treasurer phone #**
- ☐ **RECEIVED FROM** should include the name of business/person the check/cash is from and include a check # for reference or denote if it is cash
- ☐ **AMOUNT/ITEM** is the dollar amount
- ☐ **#OF ITEMS** is the number of checks from that person/business
- ☐ **INCOME ACCOUNT/DESCRIPTION** please use the number provided on the deposit form that corresponds to the reason for the deposit, you can also add the wording too but please use the number from the chart.
- ☐ **TOTAL REVENUE** will automatically populate if you fill out each column properly
- ☐ Make sure to note the total of checks and total of cash

[illegible]

Check Request Form: Must be filled out completely and have accompanying receipts

Here's How!

- ☐ **Date, sport, treasurer name, treasurer phone #**
- ☐ **CHECK PAYABLE TO:** should include the name and full address of business/person the reimbursement is requested for
- ☐ **DATE** of the event to reimbursed for
- ☐ **STORE/VENDOR** is where or who the expense was paid to
- ☐ **EXPENSE DESCRIPTION** please use the number provided on the check request form that corresponds to a description of the expense, you can also add the wording too but please use the number from the chart found in the bottom left of the form..
- ☐ **AMOUNT** is the total on the receipt to be reimbursed
- ☐ **PICK UP OR MAIL:** If you need it fast please include that in the email to me otherwise it will be automatically sent via mail

Date:	10/18/24				
Sport:	Boys Basketball				
Sport Specific Treasurer:	Eileen Speace				
Telephone Number:	302-494-7979				
Email Address:					

Summary of Expenses (Keep a copy of this form in your committee folder)

CHECK PAYABLE TO:	DATE	STORE/ VENDOR	EXPENSE DESCRIPTION	AMOUNT	PICK-UP/MAIL
1 Name: Anago Cleaning Services	10/18/24		deposit for clubhouse	\$ 125.00	
Address:					
City, State Zip:					
TOTAL DISBURSEMENT:				\$ 125.00	

Expense Description Options:

60020 Awards and Recognition Expense, 60040 Banquet Expense, 60050 Camp Expense, 60070 Concessions Expense, 60080 Equipment Expense (non-Player), 60090 Fanwear Expense, 60110 Filing Expense, 60120 Fundraising Expense %, 60130 Gifts Expense, 61070 Supplies, 61080 Outside Contractors, 61085 Program Cost Expense, 61090 Ref/Officials Expense, 61200 Seniors Expense, 61210 Sponsorship Expense %, 61310 Team Meal Expense, 61500 Team Uniform and Equipment Expense, 61510 Tournament Expenses, 61520 Travel Expense

Submit Forms, Invoices & Receipts to PVSBBC
Email Dawn Kroog at PVSBBCSportsTreasurer@gmail.com

Acceptable Receipts

- The full receipt including everything that was purchased needs to be attached to the request.
- A proof of payment on a credit card is **NOT acceptable** as the only proof of purchase.
- No alcohol should be on any receipt.
- Please do not submit reimbursements under \$20 for parents - hold until you have more!
- Be sure to ask for tax exemption when you can! The form is on the Booster website.

PAYPAL to Collect Payments

If you are having a fundraiser or camp and would like your own specialized paypal link, please email Dawn and Sheila and we will get one set up for you. There is a 3% fee with all transactions.

In your communication to registrants please tell them to include the sport and reason for their payment: ie - "Girls Basketball Camp"

To get a count on the number of registrants just send me an email telling me your sport, the date registration opened and the amount of the event and I will send you a report.

No Coach should be collecting payments via Venmo/Paypal/Cashapp/etc

Thanks!

Dawn Kroog - All Sports Treasurer

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