

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+)

Deposit Form : Must be filled out completely

Here'	s How!							
	Date, sport, treasurer	'n	ame,	treas	surei	r phone #		
	RECEIVED FROM sho	ul	d incl	ude 1	the n	name of business/person the chec	ck/cash is	from and
	include a check # for	ref	eren	ce or	den	ote if it is cash		
	AMOUNT/ITEM is the	d	ollar a	amou	ınt			
	#OF ITEMS is the nun	nb	er of	chec	ks fr	om that person/business		
						ease use the number provided or	n the deno	osit form
						deposit, you can also add the wo		
	please use the number							
	•					pulate if you fill out each column	properly	
	Make sure to note the						property	
	widke sure to note the	· LC	iai Oi	cne	CKS c	illa total of Casii		
	Date:	1/1/:	26					_
	Sport:	Boy	s Basketba en Speace				•	
	Sport Specific Treasurer: Telephone Number:	_	111-1111					
	Summary of Deposit (Keep a copy				mmittee	ə folder)	TOTAL	
	RECEIVED FROM		IOUNT/	# of ITEMS		INCOME ACCOUNT/DESCRIPTION	TOTAL REVENUE	
	name of business or person (cash) name of business or person (check		\$50.00 \$150.00	1		40120 40120	\$ 50.00 \$ 150.00	
	name of business or person (check		\$175.00	2		40120	\$ 350.00 \$ -	
							\$ -	
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							\$ - \$ -	
						TOTAL DEPOSIT:	\$ 550.00	
					<u> </u>	Reconciliation: Checks & Cash Submitted with Deposit		
					CASH	AMOUNT		
		۱,			HECKS	\$ 500.00		
		Н	19	OTAL DE	POSIT:	\$ 550.00		7
	When you are ready to deposit funds, please conta Email Dawn Kroog at PVSBC Sports Treasurer@gma		ır treasurer:					
				Acct#		Income Description Options: Account		
		Ħ		22000		SCHOLARSHIP ACCOUNT		1
		Ħ		40010		BANQUETINCOME CAMP INCOME		1
				40030		CONCESSIONS REVENUE		1
		Ħ		40050		CONTRIBUTION AND GIFTS % (subject to 10-15% revenue sharing) ENTRY FEE INCOME		1
		Н		40060 40071		FANWEAR SALES (not team apparel) FUNDRAISING INCOME %:BOOSTER BASH INCOME % (subject to 10-15% revenue sharing)		1
	-	F		40072 40073		FUNDRAISING INCOME %: CHIP IN FOR YOUTH INCOME % (subject to 10-15% revenue sharing) FUNDRAISING INCOME %: DISCOUNT CARDS INCOME % (subject to 10-15% revenue sharing)		1
	-	F		40074 40075		FUNDRAISING INCOME %: GOLF TOURNAMENT INCOME % (subject to 10-15% revenue sharing) FUNDRAISING INCOME %: MULCH INCOME %: (subject to 10-15% revenue sharing)		1
	1	Ħ		40099		FUNDRAISING INCOME %. MIDLER INCOME % (subject to 10-15% revenue sharing) MEMBERSHIP INCOME % (subject to 10-15% revenue sharing)		1
	1	Ħ		40090 40100		PROGRAM SALES AND ADS% (subject to 10-15% revenue sharing)		1
		Ħ		40110		SENIOR INCOME SPONSORSHIP INCOME % (subject to 10-15% revenue sharing)		1
	:	H		40120 40121 40122		TEAM PARTICIPATION FEES TEAM PARTICIPATION FEES: TEAM MEAL INCOME		1

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

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re	S now:					
	Date, sport, treasurer name, treasurer	phone #				
	CHECK PAYABLE TO: should include the	ne name ar	nd full add	ress of busi	ness/pe	erson the
	reimbursement is requested for					
	DATE of the event to reimbursed for					
	STORE/VENDOR is where or who the e	expense wa	as paid to			
	EXPENSE DESCRIPTION please use th	e number	provided	on the chec	k reque	est form that
	corresponds to a description of the exp	ense, you	can also a	dd the word	ding too	but please
	use the number from the chart found in	the botton	n left of th	e form		
	AMOUNT is the total on the receipt to be	oe reimbur	sed			
	PICK UP OR MAIL: If you need it fast pl	ease inclu	de that in	the email to	me oth	nerwise it
	will be automatically sent via mail					
	Date:	10/18/24				
	Sport: Sport Specific Treasurer:	Boys Basketball Eilleen Speace	<u> </u>			
	Telephone Number:	302-494-7979				
	Email Address:					
	Summary of Evnences (Keen a copy of this form in your committee fold	(or)				

oport.	Doy's Dasketball				
Sport Specific Treasurer:	Eilleen 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
Name: Anago Cleaning Services	10/18/24		deposit for clubhouse	\$ 125.00	
Address:					
City, State Zip:					
	'				
	TOTAL DISBURSEN	MENT:		\$ 125.00	
Expense Description Options:		Submit Forms, Invoice	es & Receiepts to PVSBC		
60020 Awards and Recognition Expense, 60040 Banquet Expense, 60050 Camp		Email Dawn Kroog at	PVSBCSportsTreasurer@	gmail.com	
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					

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

274 Cape May Ave (Coastal Oaks- Nocatee) Ponte Vedra, FL 32081 904-874-4189