

Eaton Rapids Band Boosters
Financial Policies & Internal Controls
- *Approved October 13, 2010* -

Internal Controls, Policies and Procedures

In order to protect the Eaton Rapids Band Booster organization, its members, and its financial well-being, standard internal controls shall be in place. The following internal controls are necessary to prevent the loss of funds through carelessness, mistakes, or misappropriation:

Bank Accounts

1. Establish and maintain a checking account at a bank or credit union.
2. Checking accounting must have at least two individuals on the signature card; the President and Treasurer.
3. Checks should require the signature and authorization of two officers.
4. Another active band booster member without check signing privileges should review the reconciled bank statement and its contents for reasonableness and compliance with Treasurer reports, the budget, and the ongoing business of the organization.
5. Bank statements should be reconciled within 30 days of the date of the statement to ensure that possible inaccurate transactions are identified and communicated to the financial institution for correction.
6. Disbursements must be made by pre-numbered checks
7. Voided checks must be preserved and filed after appropriate mutilation.

Cash And Receipts

1. All bank deposits/expenditure should be recorded in the Quick Books Accounting System.
2. A receipt should be given to the person from whom the money is collected and should be retained as part of the financial permanent records.
3. All purchases must be made by check including cash disbursements from fundraising/concessions cash collections. A check should instead be written based on a valid receipt.
4. Band Booster funds are always kept separate from personal funds or school funds. Do not co-mingle funds.
5. Two unrelated people must count all fundraising money and provide the treasurer with a signed proceeds receipt. Proceeds must be counted prior to leaving the fundraising location.
6. No cash will be given to any school employee to use at his/her discretion.
7. The booster club shall keep financial records of all fund raising-expenditures, sales, purchases, and revenue. Activities involving ticket, product or service sales must be reconciled.

Disbursements

1. Checks will not be generated without a complete Cash Reimbursement request Form and proper documentation.
2. Scraps of paper, notes or price tags cannot be substituted for receipts. Expenses should not be reimbursed without receipts.
3. Checks can not be written payable to CASH. Cash may not be withdrawn from Band Booster account(s).
4. Expenditures must be approved in advance and/or budgeted prior to reimbursement.
5. Never have an ATM card or credit card for any band booster account.

Miscellaneous

1. Monthly financial statements shall be made available to the membership, the Building Principal or other interested parties upon request, and shall be available at each general meeting.
2. Records shall be saved for three years in a safe place at the school this includes meeting minutes, financial statements, budgets, bank statements, check request forms, receipt register, check register, returned checks, original receipts
3. Check writing officers of the Band Boosters should be bonded.