

CBSD ATHLETIC DEPARTMENT ACCOUNTING PROCEDURES

In order to maintain proper accounting practices of large sums of money being deposited in the main office, the following procedures will now be in place:

1. Parent representatives for any club, sport, activity, department, or group must make deposits to the Principal Secretary. A check and balance system between the CBSD sponsor and team/club designee should take place prior to delivering the deposit to the principal's secretary.
2. When making a deposit in the main office, it is expected that money and checks are organized in a way that makes counting simple. Money should be separated by denomination and checks placed in order by denomination.
3. It is encouraged that checks and cash be deposited in the main office regularly. All checks should be deposited within ten business days of the check's written date. CBSD leaders should never leave money or checks in their classroom or homes. Deposits should take place on a routine basis.

CB WEST ADDITIONAL ACCOUNTING PROCEDURES

1. Please share your parent designees who will be communicating with athletic director and principal's secretary. These parents and the head coach will be the only members permitted to withdraw or deposit funds as well as communicate regarding actions taken by the student activities account.
2. All event forms for approval will come to the athletic director first for review, then will be passed on to the principal for approval. No fundraiser should move forward without this form. Head Coaches will be held responsible if fundraisers move forward without approvals.
3. Withdraw warrants need to be initialed by the head coach and signed off by the athletic director before the principal can sign off.
4. All rental agreements or request for insurance must be made in person in the athletic office.
5. District tax exemption certificates cannot be used with a personal credit card. If you wish to use our tax exemption, a purchase order, school check or our CB customer account must be used.