As outlined in the Athletic Booster Bylaws, a team can have direct access to their funds if they have at least a three person board to manage their sub organization and their treasury. They should adhere to the Bylaws and procedures outlined in that agreement unless they are putting more stringent rules in place, including monthly reconciliation of their accounts.

There has been an increase in our recent history of fraudulent charges against our accounts, and one of our main lines of defense is to ensure that accounts are reconciled on a monthly basis, as per the organization Bylaws, which state that accounts should be reconciled on a monthly basis.

Failure to reconcile monthly opens our accounts to fraud and theft, and delays procedures that must be completed in order to file federal and state income taxes. Our inability to complete our taxes puts us at risk of audit, and if we cannot show an auditor that our accounting is accurate and up to date, our organization could be fined, and our board members are in jeopardy of legal action from federal and state prosecution.

In order to prevent further issues in regard inaccuracy of accounts due to irregular reconciliation, the following process is proposed:

1. If a Team Booster organization is behind in reconciling their account for 30 days, the Team Booster President and Treasurer will receive an email to remind them to complete the reconciliation.
2. If the Team Booster organization falls behind 60 days in their account reconciliation, the Athletic Director and Team Coach, as well as the Team Booster President and Treasurer are notified to bring the account up to date, as well as notified of the date their account and debit cards will be closed (90 days).
3. If the Team Booster organization falls behind 90 days in their account reconciliation, the Athletic Booster Treasurer will inform the Athletic Director, Team Coach, Team Booster President and Treasurer are notified that the account will be closed, and the debit cards associated will be deactivated. The Athletic Booster Treasurer will work with the bank to close the account and deactivate the cards immediately.

At any point, the Team Booster Treasurer and other Board members are encouraged to communicate a need for support from the Athletic Booster Board member, in particular the Treasurer, who can help with reconciliation and fraud issues.