

# Chico High Sports Boosters

901 Esplanade  
Chico, CA 95926



## Expense Payment Policy

This policy is used by Chico High Sports Boosters to ensure that each sports team and/or individual is properly paid for approved expenditures. This policy does not address what items will or will not be approved. It only outlines the correct process for submitting a request for expense payment.

### SUBMITTAL PROCESS

In order to get payment from the Sports Boosters for an expense that was previously paid out of pocket or for a future expense, you must turn in an Expense Payment form. This form can be turned in at the Chico High front office (please let them know it is for Chico High Sports Boosters), mailed to the Chico High Sports Boosters (see address above) or if you have the ability to scan all the necessary items you can email it to [chicohighsportsbooster@gmail.com](mailto:chicohighsportsbooster@gmail.com).

Chico High Sports Boosters policy requires that all requests for payment are reviewed by more than one officer. Therefore, all requests are funneled through the Sports Boosters Secretary where they are reviewed before they are passed on to the Sports Boosters Treasurer. The Treasurer will process the request and if approved will write the check and mail it to the address listed on the request form.

Each request for payment must include the following:

- Completed Expense Payment Form (Note: Please be sure to complete all required sections on the form. An incomplete form may not be processed.)
- Receipt(s) and/or Invoice(s) for the Expenditure
- Copy of Team Financial Plan (*optional*)

NOTE: If a Team Financial Plan was not submitted then all requests for payment must be made in person at a Sports Booster meeting.

If the request for payment is not for an approved expenditure, then the request must be made in person at the next Chico High Sports Boosters meeting. You must first get time added to the meeting agenda to make the request. If the request is approved, you will then turn in the expense payment form to the Treasurer.

### AUTHORIZED PERSON(S) FOR SUBMITTAL

In order to maintain structure and help expedite the expense payment process, only an authorized person(s) can submit the request form. The Athletic Director, coaches and all Sports Booster members are authorized. Parent helpers must be authorized by each coach. This authorization process is as simple as providing a list of names (typically 2 or 3) to the Sports Boosters. These parents are then authorized to submit expense payment requests on behalf of the coach. When a form is submitted, the name on the form must match a name on the list of authorized personnel kept by the Boosters. If a

team needs more than 3 authorized people, please contact the Treasurer, or another officer, for the Chico High Sports Boosters.

## EXPENSE PAYMENT FORM

Fill out all sections of the form that are not labeled as “Boosters Only”. These sections are greyed out and will be completed by the Chico High Sports Boosters during the process. Please complete all sections and have the Athletic Director review the information and then sign and initial in the appropriate locations.

## RECEIPTS

All receipts must be turned in for each purchase soon after the purchase is made. At the end of the year, team spending will be reviewed and adjusted as necessary for the following year. If receipts are not turned in, Boosters cannot verify that the annual plan is being followed and/or exceeded thus making it more difficult to ensure that each team is properly funded.

## PROCESSING THE REQUEST

Once the request has been sent to the Treasurer, it will be examined to ensure that it fits within the Team Financial Plan. If the expense is approved, a check will be written and mailed to the address provided on the request form. If you do not want the check mailed, please speak directly with the Treasurer to prior to submitting the form and verify that they can accommodate the special request. Please understand that all Booster members are volunteers and not all special requests can be met.

If the expense was not properly accounted for in the financial plan, or if actual spending has exceeded the anticipated spending, then the expense may not be approved. In this case the Treasurer will consult with the person/team making the request to get clarification. Once the clarification is made, the Treasurer will need approval from the officer that performed the initial review (normally the Secretary). With this new approval, the request can be processed.

## TIME FRAME FOR PROCESSING

Under normal circumstances it will take 2-4 weeks to process the form and write a check. If you are requesting payment for an upcoming expense, please take this time frame into account and submitted appropriately. If you need a check quicker than 2-4 weeks, please contact one of the Boosters’ Officers directly.

All expense payment forms must be submitted within 30 days of the end of the season or 30 days after the date of specific event (i.e. Almond Bowl, Crab Feed, etc.).

## TEAM FINANCIAL PLAN

It is the responsibility of the coach to keep track of their spending. They should know where they are with respect to expenses and how much they have left. Chico High Sports Boosters should have all the information on hand so if the coach needs a fresh copy of their financial plan and expenses, they can request a copy. But please understand that Boosters is **NOT** designed to be their secretary. Part of being a head coach at Chico High School means you are responsible for helping our school run a great program and that means managing your own expenses.

NOTE: There is a policy that governs the team financial plan, how to create it and how to manage team financing. For more information regarding these financial plans, please read through that specific policy.