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# MBX BOOSTER TREASURER INSTRUCTIONS & FAQs



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## BOOSTER TREASURERS

Please take the time to read through this document.

All supporting forms and documents can be found at [mbxfoundation.org](http://mbxfoundation.org)>Booster Clubs>SCO Tab

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## ITEMS SUPPORTED BY KATHY DUFFY

 [kathy@mbxfoundation.org](mailto:kathy@mbxfoundation.org)

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### CHECK DEPOSITS

- Deposit forms are available on MBX website.
- Download and complete the MBX Deposit Form - fill in your booster club name, your name, and email.
- Submit the completed form with checks via mail or drop-off. Addresses are on the bottom of the form. DO NOT deposit at the bank.
- Checks must be made payable to "MBX Foundation" or "MBX." Any checks with a different payee (e.g., booster club name) will not be deposited.

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### CASH DEPOSITS

- Boosters must take cash directly to the bank with an MBX deposit slip.
- Email Kathy to request deposit slips.
- Write your booster club name on the slip before making the deposit.
- After depositing, email Kathy the deposit slip and bank receipt. The deposit will not be entered into QuickBooks until both are received.

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### ASKS & DONATIONS

- Booster ASKs will expire at the end of the MBX booster season. Your ASK amount cannot be changed once its been approved by the Board.
- Online ASK Payments
  - Once approved, your ASK will be set up on the Active payment platform and ASK Donation buttons will be added to your booster page.
  - Online donations automatically generate email receipts with MBX tax information. Parents can log into Active to print receipts at a later date.
- Check ASK Payments
  - Follow above procedures for Check Deposits.
  - Booster clubs are responsible for sending tax receipts for check donations. Contact Kathy for the MBX Sample Tax Letter.
- ASK Reports
  - Active ASK reports are sent automatically to the Booster President and Treasurer.
  - Contact Kathy to adjust the frequency or stop receiving reports.

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### GENERAL LEDGER REPORTS

- Monthly GL reports are automatically sent through QuickBooks to the Booster President and Treasurer. Contact Kathy if you'd like them sent more frequently.
  - Other reports include current year-to-date, last year-to-date, and booster year-to-date.
  - Treasurers must reconcile the GL with deposits and check requests each month.
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# MBX BOOSTER TREASURER INSTRUCTIONS & FAQs (cont)

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## ITEMS SUPPORTED BY LESLIE WHITTET

 [leslie@mbxfoundation.org](mailto:leslie@mbxfoundation.org)

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### CHECK REQUESTS

- Download and complete Check Request Form located at [www.mbxfoundation.org](http://www.mbxfoundation.org)>Booster Clubs>SCO Tab
- Include an Invoice number (if applicable) on the check request.
- Email check request to: [MBXFOUNDATIONINC1@bill.com](mailto:MBXFOUNDATIONINC1@bill.com) and cc 2 Booster club officers.
- Attach all invoices and receipts.
- Checks will be processed within one week of receipt.
- Allow 10-14 days to receive the check after a request is submitted.

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### DIRECT DEPOSITS

- ALL coach stipends and contractor payments are issued through direct deposits.
- A W9 and Direct deposit form are required.
- Email check request to: [MBXFOUNDATIONINC1@bill.com](mailto:MBXFOUNDATIONINC1@bill.com) and cc 2 Booster club officers.
- Attach all invoices and receipts.
- Direct deposits will be processed within one week of receipt.

1099's: All check requests for coaches and contractors must be charged to one of the following expense accounts: #500-Coach Stipends, #502-Coach Gifts, #510-Trainer or #560-Contractors. This is considered income and a 1099 will be generated and mailed in January.

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### CASH BALANCES

- Email Leslie to request your cash balance at any time.

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### CREDIT CARD

- The MBX credit card may be used for purchases of \$1,000 or more.
  - Contact Leslie at [leslie@mbxfoundation.org](mailto:leslie@mbxfoundation.org) to request credit card details.
  - Download and complete Credit Card Usage Form located at [www.mbxfoundation.org](http://www.mbxfoundation.org)>Booster Clubs>SCO Tab.
  - Credit Card Agreement form must be completed for all transactions and submitted before using the credit card.
  - All requests for credit card use must be approved before the card can be used.
  - After approval, submit all receipts and invoices for the purchase.
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