

BASIS MESA BOOSTERS CLUB

DISTRIBUTION OF BOOSTER FUNDS RULES AND POLICIES

BASIS Mesa Booster funds are for the use of the Boosters in supporting BASIS Mesa Charter School as set forth the following processes.

The BASIS Mesa Boosters Board of Directors and Committee Chairs have an obligation to be conservative in the use of Booster Funds and to report to the Board and Committee Chairs regarding the intended use of any funds.

1. Designated Funds

Section 1. Donations:

Any donations made to the Boosters to support the school or the Boosters shall be administered in the following manner:

a. Annual Teacher Fund (ATF):

Donations made to the BASIS Mesa Boosters which are designated to the ATF shall be recorded and deposited within 30 days. A check shall be written to BASIS Mesa School in the same amount as the donation within 30 days.

b. Direct Classroom Donation Program:

Donations made to the BASIS Mesa Boosters, which are designated to the Direct Classroom Donation Program, shall be recorded per grade and/or department/subject as appropriate. Funds shall be made available to the BASIS Mesa teachers for their proposed use based on approval by either the Head of School or the Head of Operations in concert with the Board of Directors President.

c. Other Donations:

Donations made to the BASIS Mesa Boosters to an identified committee or purpose (other than for the AFT or Direct Classroom Donation Program) shall be recorded and used as such. In the event a donation is not designated the monies shall be placed in the general operating budget for use as needed.

Section 2. Operating Funds:

Operating funds such as but not limited to: accounting financial filing, legal review and advise, website and email subscription, storage, postage, and printing shall be budgeted. Any additional expenditure must be approved following the Non-Designated Fund approval process.

Section 3. Committee Funds:

Each BASIS Mesa Committee chair shall submit a budget to the Board of Directors for recommendation each August. This shall include but is not limited to:

- a. Seed money** which will be recouped during a planned program or project (e.g. Parking Lot Party, Directory, t-shirts, website, constant contact, eScrip, etc.)
- b. Monies to support planned events**, socials or activities that do not intend to recoup the costs (i.e. Beyond BASIS Academic Info Night, the School Spirit Picnic, etc.).
- c. Monies for use by the school** for planned facility needs (e.g. grass, tables) or planned department or program needs (e.g. biology equipment).

Section 4. Process for Use of Designated Funds:

Unless otherwise specified in the aforementioned paragraphs the following process is to be used:

- In order for Booster funds to be disbursed (for reimbursement or to initiate a payment to an external company) a “*Reimbursement Request*” form must be completed.
- All “*Reimbursement Request*” forms must be signed by the Board Treasurer and submitted with receipts or appropriate order paperwork for approval by President or Vice President.
- All reimbursement request or payment requests must be submitted within 30 days of expense. (Date on the receipt)
- All Booster checks must be signed by either the Board President and/or Vice President and Secretary. Checks must be issued within 30 days of the submission of any “*Reimbursement Request*” form.
- Any commitment of funds that does not follow these policies is the personal responsibility of the initiator.

The BASIS Mesa Boosters shall not be liable for any non-budgeted monetary expenditure of \$100 or more without submission of such expenditures to the Board President and two additional Board members.

II. Non-Designated Funds:

Section 1. Ad hoc Events, Activates and School Needs:

When the school, a committee or the community requests the assistance or the Boosters to create or support an event, activity, or school need that was not provided for in the original budget for the school year the following process must be completed:

- a. Submit the request in writing** (via email) or at a meeting. Once approved via email or in the minutes the Board Treasurer will commit the funds. Once approved in writing funds will be reimbursed using the process outlined below:
 - In order for Booster funds to be disbursed (for a reimbursement or to initiate a payment to an external company) a “*Reimbursement Request*” form must be completed.
 - All “*Reimbursement Request*” forms must be signed by the Board Treasurer and submitted with receipts or appropriate order paperwork to the Board President for final approval.
 - All reimbursement requests or payment request must be submitted within 30 days of the expense.
 - The Board President and/or the Board Vice President and Secretary must sign all Booster checks.
 - Any commitment of funds that does not follow these policies is the personal responsibility of the initiator.
- b. The BASIS Mesa Boosters shall not be liable** for any non-budgeted monetary expenditure of \$100 or more without submission of such expenditures to the Board President and two additional Board members.

Section 2. School Clubs and Groups: School clubs or groups that enhance or promote BASIS Mesa’s reputation through competition or performance are invited to request monetary assistance from the Boosters through a “Booster Assistance Proposal”. ****Note – individual students will not be considered.***

- a. Proposals will be reviewed** by the Board at the next meeting or at the request of a special meeting after discussion with the Executive Board and Head of School and based on availability of funds.

b. The final decision shall be made in writing within 15 days of the Booster Assistance Proposal submission.

c. If approved, the funds shall be administered by the Board President and/or Vice President and Secretary.

See attached forms:

1. *Reimbursement Request* Form
2. *Booster Assistance Request* Form