**Vista Athletic Boosters / The Talon Club**

**BANKING INSTRUCTIONS**

*Referenced forms (along with this document) are available at* http://www.fcusd.org/Page/14171*.*

Making Deposits

* Deposit forms can be printed and filled out or completed in Excel. Excel version will do all addition for you.
* Completely fill out form with currency amounts, etc. This will help you in event there is an error. If you have a lot of checks, you can submit a separate list of check numbers and amounts.
* Whenever there is cash – TWO people must sign.
* Put the entire deposit and the deposit form in a sealed envelope.
* Deposit your envelope in the Talon Club safe in the administration office at the school.
	+ Deposit envelopes and blank forms are available there.
	+ **Do not put deposits of any kind in the Talon Club box in the Staff Lounge.** This will delay the deposit and it is not a secure location.

Requesting Payment

* Use the Payment Authorization Form (rev May 2016) to request paying invoices or reimbursing a coach, parent, etc.
* New Form – can be printed and filled out or completed in Word.
* Checks are cut approximately once per week.
* Email completed Payment Authorization Form and supporting documents (invoices, receipts, etc.) to the Treasurer at vistatalonclub@gmail.com.
	+ Putting request in Talon Club box will add at LEAST a week to processing time
* When requesting payment, consider that all checks require the signature of the treasurer and one board member. Plan accordingly, and make vendors aware of the payment cycle.

Cash Boxes

* Locking cash boxes are available for any event or activity. Multiple boxes are available.
* Boxes may be supplied empty or with starting funds.
* If starting funds are ≤ $300, they can be requested 2-3 days in advance of the event. Funds over $300 – send completed Payment Authorization Form to the Treasurer vistatalonclub@gmail.com to request a check for starting cash.
* Arrange with the Financial Secretary to pick up the cash boxes, starting cash, etc. For 2017-18 it is Julie Moore juliesmoore@att.net.
* At the conclusion of the event, fill out TWO Forms:
	+ Cash Box Deposit Form returning the starting cash. Must be same denominations.
	+ Regular Deposit Form for rest of the money.
	+ Put the deposits in the safe in the office. Leave the **empty** cash box on top of the safe.