



**LCA ATHLETICS**

**02/BOOSTER ACCOUNT**

**MANUAL**

**MISSION:** LCA ATHLETICS EXISTS TO PROVIDE COACHES AND STUDENTS WITH OPPORTUNITIES TO GLORIFY CHRIST WITH THE TALENTS AND ABILITIES GOD HAS GIVEN THEM.

**VISION:** TO CREATE AND SUSTAIN A CHRIST-CENTERED CULTURE THAT PRODUCES TRANSFORMATIONAL ATHLETIC AND EDUCATIONAL EXPERIENCES FOR OUR STUDENTS.

## **CORE VALUES:**

- **CHARACTER-** We have to be people with right hearts- in tune with the leading of the Holy Spirit. The Lord requires us act justly, to love kindness and to walk humbly with God (Micah 6:8). We are called to represent Christ in all we do.
- **INTEGRITY-** We are to have knowledge of the rules and function within those boundaries. God defines it biblically and commands us to aim at what is honorable in the sight of God and man (2 Corinthians 8:21). We are to do the right thing, the right way for the right reasons.
- **DISCIPLINE-** We are called to a life of discipline. Discipline in our walk with Christ to pursue knowledge of Christ through the Word as well as discipline in sport to maximize the athletic abilities of our young people. We know that in the moment all discipline seems painful rather than pleasant, but later yields the peaceful fruit of righteousness to those who have been trained by it (Hebrews 12:11). We will commit to the process and do what we want to do the way we should do it.
- **STEWARDSHIP-** Our culture is fast becoming one of takers-not givers. The Bible tells us “to whom much is given, much is required (Luke 12:48). We will work to develop sacrificial leaders- sacrificing time and talents- two things every person possesses. We will not waste our gifts.
- **COMPETITIVE EXCELLENCE-** Winning with humility and honor and understanding defeat in honor and grace will matter in the journey. The toughness and grit of the heart to work through both is essential and will be taught. Administration, coaches and parents will work together to compete in the arena but also compete for the hearts of our young people. We will work heartily as for the Lord and not for men (Colossians 3:23). Strive for excellence; compete well; compete for CHAMPIONSHIPS.

## FINANCE DEPARTMENT STAFF:

Director of Finance	Morgan Wilson	859.422.5722	<a href="mailto:mwilson@lexingtonchristian.org">mwilson@lexingtonchristian.org</a>
HR and Finance Asst.	Katie Taylor	859.422.5695	<a href="mailto:ktaylor@lexingtonchristian.org">ktaylor@lexingtonchristian.org</a>
Accounting Generalist	Carisa Chaney	859.422.5727	<a href="mailto:cchaney@lexingtonchristian.org">cchaney@lexingtonchristian.org</a>

## ATHLETIC DEPARTMENT STAFF:

Athletics Director	Kirby Willoughby	859.422.5743	<a href="mailto:kwilloughby@lexingtonchristian.org">kwilloughby@lexingtonchristian.org</a>
Assistant A.D.	Ted Hall	859.422.5781	<a href="mailto:thall@lexingtonchristian.org">thall@lexingtonchristian.org</a>
Assistant A.D.	Cam Garner	859.422.5766	<a href="mailto:cgarner@lexingtonchristian.org">cgarner@lexingtonchristian.org</a>
Athletics Coord.	Kristin Shonkwiler	859.422.5730	<a href="mailto:kshonkwiler@lexingtonchristian.org">kshonkwiler@lexingtonchristian.org</a>

## DEVELOPMENT DEPARTMENT STAFF:

Director of Development	Jill Barnett	859.422.5737	<a href="mailto:jbarnett@lexingtonchristian.org">jbarnett@lexingtonchristian.org</a>
Alumni Relations	Jamie Risen	859.422.5734	<a href="mailto:jrisen@lexingtonchristian.org">jrisen@lexingtonchristian.org</a>

LCA provides opportunities for all teams to raise needed money for the program to enhance the experience of each of the team members or participants. The head coach for the program is ultimately responsible for fundraising dollars and their proper use. Booster account funds remain in the booster account until depleted and can carry over in between seasons

## PURPOSE OF 02/BOOSTER ACCOUNTS

- Sport booster clubs and/or parents are an integral part of the support and success of each program.
- Each sport will have a booster rep volunteer as a point of contact between the sports program, the athletic office and the finance office.
- Each sport will have a booster committee that assists the booster rep with various functions, planning, and fundraising in addition to providing support and encouragement to the coaches and teams.
- The booster account covers the wants for the program such as transportation, banquets, senior night activities, camp expenses, personal player gear, and program extras not available through budget funds.
- Any donations/sponsorships related to approved fundraising projects must be coordinated through the Development office.
- Booster club funds must be deposited and managed through a school booster club account, and such funds are subject to review and reporting to the Director of Finance for various purposes, including Title IX reporting and analysis.
- Booster club expenditures must be pre-approved with a PO for guaranteed payment.
- Booster club reimbursements are subject to available funds with approval from the Finance department.
- Booster clubs cannot pay athletic fees for athletes or cash to individuals or families.
- Booster clubs must follow LCA money handling, PO and reimbursement policies (see below).
- The booster or parent support group is subject to LCA Board of Directors, the LCA Athletic Department, and KHSAA policies and guidelines.

## FUNDRAISING

- Coaches are expected to work in conjunction with the booster parent/rep for the sport to determine the booster needs and wants for the program.
- Each program is allowed one fundraiser per semester.
- The fundraising requests must be submitted to the Director of Development for approval before any fundraiser begins. The fundraising form can be found at the end of this packet or submitted online through our LCA website.
- In addition to one approved fundraiser, programs may run youth camps, host tournaments, work concessions or sell banners for their program.
- When banners are sold, a portion of the banner sale is credited to the booster account for that team and the other portion directly benefits the student athlete by crediting a portion of the athletic fee. The banner program information can be found on the parent's info section under the athletics tab on the LCA website.
- Programs may also run youth camps to raise money for their booster. A minimum 20% of the net revenue must go back to the booster account.
- When programs work concessions, 40% of concession sales will be deposited into the booster account.
- If a friend of the program approaches you and wishes to give a donation to the program, you may accept that donation which must be turned into the LCA Development office so that it can be recorded for tax donation purposes. Donations can be sent to the attention of Jill Barnett, LCA Director of Development.

## PURCHASES

- Before making any purchase, if applicable, please obtain a tax exempt form or tax exemption number from the finance office.
- Coaches or booster reps are to prepare a Purchase Order Request form, with a quote, for PO approval in advance of booster club expenditures over \$500.
- All purchases above \$2,500 require a purchase order and three bids/quotes submitted to the athletic office BEFORE ordering.
- Katie Taylor, in the finance office will determine if a sport or booster budget/account has the funds available to make the purchase.
- An invoice for approved purchases with a PO can be delivered to [ktaylor@lexingtonchristian.org](mailto:ktaylor@lexingtonchristian.org) for payment. Please allow up to two weeks for invoice payments.
- The coach is responsible for booster club PO request forms being filled out, if a booster club rep or officer is not able to provide that to the Finance Office.
- A coach or booster club officer making purchases, without a PO under \$500, can be reimbursed for approved expenses, if there are available funds in the appropriate booster account, and the expense falls within Title IX expense needs. Please allow up to 30 days for reimbursement approval and approved payments.

## CHECK REQUESTS

- A check request for boosters or sports is the responsibility of the head coach or designee.
- A check request form must have an invoice attached to be paid.
- All check request forms should be properly completed with name and address of the payee, a complete description of the reason for the request, the amount and the date needed, and then signed by the person making the request.
- Failure to properly complete the check request form or failure to attach proper documentation to support the request could result in nonpayment or a delay in the request being processed.
- A completed check request form should be submitted to [ktaylor@lexingtonchristian.org](mailto:ktaylor@lexingtonchristian.org). Upon determination that funds are available, the Finance Department will approve and process for payment. Please allow up to 30 days for payment.

## REIMBURSEMENTS

- Reimbursements must have the proper documentation to be processed. Supporting documentation could include receipt, credit card statement, etc. and should be accompanied with a check request form with the name, address and description of the request, the amount, date needed by, and appropriate signatures. Please submit reimbursement information to [ktaylor@lexingtonchristian.org](mailto:ktaylor@lexingtonchristian.org).
- Reimbursements for sales tax will not be paid.

- Check request reimbursements for booster accounts are subject to availability of funds in the booster accounts. Title IX guidelines and needs are a consideration in granting expense requests and reimbursements.

## CASH/CHECK HANDLING

- No LCA collected cash or checks are to be kept in offices, desks, with a person, or at a home.
- All cash and checks are to be deposited each day in the night deposit box at LCA.
- If there are set fees that need to be collected from each family, they will be submitted to the finance office to be billed through FACTS.

## BOOSTER REPORTING

- A coach or booster rep may contact [ktaylor@lexingtonchristian.org](mailto:ktaylor@lexingtonchristian.org) any time to request a booster report or to get the balance. Otherwise, the finance office will make available booster reports upon mutual agreement between finance and booster rep or coach.
- The booster rep will communicate with the athletic office and finance office either in writing or in person at the beginning of the season to share expected revenues and expenditures and to sign off on the beginning balance for the sports booster account.
- The finance office will send a final end of the season booster report to ensure accurate accounting and records. The booster rep and coach will sign off on this report to ensure an understanding of revenue and expenditures during the season and an ending balance in preparation for next season.