



Information for Coaches and Team Advocates: Using Funds from Your Team Accounts and Depositing Money into Your Team Funds

In addition to raising and granting money to the Athletic Department as a whole, the BAF acts as the fiscal agent for your team funds. Per BHS policy and CIF and NCS Bylaws, ALL team funds must be managed in a BAF account. We are a registered 501C-3 non-profit, so funds deposited into your team's account are tax deductible. But because donations are tax deductible there are restrictions on how those funds can be spent and how donations are recorded. There are also CIF and NCS restrictions on how funds can be spent and those restrictions are taken into consideration in our Funding Guidelines.

Our organization is an all-volunteer organization, and in particular the treasurer's job is extremely time consuming. In order to keep the job manageable, we ask you to work with us to make it as easy as possible. We charge only a minimal fee of \$50 per team per year (or 5% of funds raised, whichever is LESS) to cover administrative expenses.

Here are detailed instructions on depositing money into your account. Please follow these TO THE LETTER!

1. Download and fill out the Donation Spreadsheet, found on the BAF website (www.berkeleyathleticfund.net) on the Coaches/Team Parents Page.
2. Email the spreadsheet as an attachment to the BAF Treasurer at baf.treasurer@gmail.com. Please note: YOUR DEPOSIT WILL NOT BE CREDITED TO YOUR TEAM FUND UNTIL THE SPREADSHEET IS FILLED OUT COMPLETELY WITH NAMES, ADDRESSES AND/OR EMAILS, AND THE AMOUNT OF EACH DONATION.
3. Take your deposit to Mechanics Bank. There is one on Shattuck near the school and one on Solano Avenue. You must write your team name on the deposit slip. You can get preprinted slips from the BAF Treasurer or the teller at the bank can look up our account.
4. Alternatively, you can use the BAF PayPal account which you will find on the home page of the BAF website. The PayPal processing fee will be deducted from each donation. You do not need to fill out the spreadsheet for these donations. If you would like to keep track of the donations for your team's future fundraising or other needs, request a copy of the PayPal report from the treasurer.

Here are detailed instructions for withdrawals/requisitions from your team account. PLEASE, first read our Funding Guidelines before making any purchase that you expect to be paid for from your team fund.

1. Fill out the Requisition/Grant Request Form found on the BAF website on the Requisition/Grant Request page. This is a fillable PDF form.
2. Once you have downloaded and filled this form out, please get a coach OK with either a signature on the form or an email note from the coach. Send both the form and the OK, along with scans of all invoices or receipts to the Athletic Director.
3. When the AD approves the request she will forward it to the BAF Treasurer and copy you.
4. The Treasurer will make sure the expense is in line with our guidelines and then will write a check. Please allow up to 2 weeks for this process!
5. BAF can either pay directly to a vendor with an invoice, or can reimburse a parent or coach who has spent the money upfront.
6. Please contact baf.treasurer@gmail.com with questions.