Chatham Charter Athletic Boosters
Policy Document
Updated 6/30/2026

Sports Team Account Policy

Team Funds Use: The use of team funds are to be spent to fund activities, equipment and other team/individual related purchases that directly benefit Chatham Charter athletic teams. Any hard goods (team uniforms/equipment) become property of the Chatham Charter Athletic Program. No purchase should be made to benefit any outside entity.

Policy Statement: This policy is to guide the leaders of the individual sports teams to provide the Officers of the Booster Club with the appropriate information and documentation to manage funds in a Team's account.

Reason: This policy will generate a paper trail for record keeping and accountability. These records are kept by the Treasurer with the other accounting documentation for the Chatham Charter Athletic Booster Club. **Each Fund Leader / Head Coach should maintain a copy for their file.**

Who Should Read: All Booster Club Executive Committee members and sports team Head Coaches under the umbrella of the Chatham Charter athletic program.

Procedure and Responsibilities:

A. It is the responsibility of each team Fund Leader / Head Coach to account for the team funds by working with the Booster Club Treasurer to maintain an accurate fund balance.

B. A written document will be provided to the Booster Club Treasurer, for both depositing and withdrawing funds from the individual team accounts.

I. The request will come from the Fund Leader / Head Coach.
II. The attached forms provided in this policy should be used for expenditures and deposits by the Fund Leader / Head Coach.
III. Signature approval will be required by the Head Coach and the Athletic Director.
IV. Reimbursement requests require a receipt to be attached to the request.
V. All necessary information shall be provided by the fund leader/head coach as requested on the attached fund forms.

C. The written request is to be given to the treasurer and/or emailed to both the treasurer, email address listed on booster web page, and the booster club at ccsknightsboosters@gmail.com.

D. At each regular booster meeting the treasurer presents a financial report to the booster club. Included in this report is an account balance for each team account. It is encouraged that all coaches, or team representatives, attend the booster meetings and work with the treasurer to ensure the team account balance is current.

E. Any money that is turned in without the proper form will be deposited in the general fund instead of the team account.

Related Forms: Booster Club Team Account Withdrawal Request Form. Booster Club Team Account Deposit Form