



Financial Duties, Budget, Purchasing, Fundraising

Financial Duties

Athletics brings with it a business side. It is important that the athletic department maintain fiscal integrity. The head coach shall perform or delegate the following financial duties:

1. Turn in to the Athletic Director for deposit all monies/fees collected from student-athletes within two days of receipt of the monies.
2. Submit a budget request for program needs per form and deadline established by Athletic Director.
3. Aid in purchase of budgeted items, following purchasing procedures delineated elsewhere in handbook.

Budget

Our fiscal year runs from July 1st thru June 30th. In the Spring time, head coaches will be asked to submit budget proposals for the following school year. While revisions may be needed, the final approval of the budget should take place in June.

Upon approval, head coaches will receive a copy of their budgets. These budgets will be updated frequently as purchases and deposits are recorded. Except in emergencies, coaches will not be given approval for purchases in excess of their program's established budget.

Purchasing

All purchases require the use of a purchase order/pre-approval system. A purchase order number must be obtained from the Business Office prior to placing an order with an approved vendor.

NO coach may initiate or authorize a purchase for BCHS Athletics without the approval of the Athletic and the Business Offices.

Fundraising

Should additional needs arise for one of the athletic programs that is not anticipated in the sports' budget, a request to conduct a fundraiser can be made through the Institutional Advancement Office once the Director of Athletics has agreed with the activity.

Solicitation fundraising (selling tangible products or discount cards) is being NO longer being approved. Service related fundraising (being paid for a squad's efforts that did not involve selling) is encouraged as an alternative focus.

Athletic Department staff is responsible for submitting any fundraising projects to the Institutional Advancement Office for approval prior to its commencement. A "Fundraising Activity" form is the document that is needed for submission.