

CHARLESTOWN PIRATE PRIDE

The Booster Club of Charlestown High School Pirate & Lady Pirate Athletics

P.O. Box 639, Charlestown, IN 47111

www.PiratePride.BLUE A Non-Profit 501c Organization

Dealing with Treasury Stuff 1.0

DEPOSITS: The following options are available to Pirate Pride Parent Representatives and/or Coaches when depositing funds within their respective account:

- A. New Washington State Bank After Hours – Itemize funds (checks, cash & coins) using a Pirate Pride Sports Fund Deposit Form; ensuring that the entire form is filled out completely, including identifying the sport the deposit is for and preferably the signature of who completed the form. Seal the funds and completed Pirate Pride Deposit Form into an envelope or deposit bag labeled: "Pirate Pride Deposit". Drop the sealed envelope/bag into the Night Depository of the main Charlestown branch of the New Washington State Bank (1083 Market St.). Once the bank processes the deposit and generates a teller receipt, it will be forwarded to the Pirate Pride Treasurer for purposes of reconciliation with the appropriate sport account. It is recommended that you keep a photo copy or cellphone photo of your completed Pirate Pride Sports Fund Deposit Form. NOTE: Deposits do not appear on their respective sport ledger balance until the Treasurer has received both a completed Pirate Pride Deposit Form and New Washington State Bank teller receipt.
- B. New Washington State Bank During Hours = Itemize funds (check, cash & coins) using a Pirate Pride Sports Fund Deposit Form; ensuring that the entire form is filled out completely, including identifying the sport the deposit is for and preferably the signature of who completed the form. Take the deposit to the main Charlestown branch of the New Washington State Bank (1083 Market St.), provide it to a teller explaining the deposit is for the Pirate Pride Booster Club. When the teller has processed the deposit and generates a receipt, attach the receipt to the Pirate Pride Deposit Form and forward it to the Pirate Pride Treasurer for purposes of reconciliation with the appropriate sport account. It is recommended that you keep a photo copy or cellphone photo of your completed Pirate Pride Sports Fund Deposit Form. NOTE: Deposits do not appear on their respective sport ledger balance until the Treasurer has received both a completed Pirate Pride Deposit Form and New Washington State Bank teller receipt.

CLAIMS: The following options are available to Pirate Pride Parent Representatives and/or Coaches when submitting claims for payment out of their respective account. Itemized invoices or original sales receipts (for reimbursement) must be accompanied by a completed Pirate Pride Sports Fund Claim Form. The Claim form must be signed by both the sports' Head Coach and Parent Representative. Invoices must itemize of all charges, the vendor's full address, and a contact phone number. Claims for payment can be submitted to the Pirate Pride Treasurer via:

- A. The Pirate Pride Mailbox in CHS near the Student Services Office.
- B. Submitted to the Treasurer during a Pirate Pride Monthly Business Meeting.
- C. Mailed to Pirate Pride, PO Box 639, Charlestown, IN 47111 Attention Treasurer.
- D. Unexpected/Urgent – In the event that an unavoidable/unexpected situation with time constraints arises, parent representatives or coaches can contact Treasurer Larry Baker at 502-645-9364 (voice or text) to arrange a meeting time. The above claim documentation must still be completed.

Purchase Orders: Pirate Pride Purchase Orders can be obtained, along with all other Pirate Pride forms, on the Pirate Pride website. Purchase Orders can be used when placing an order with most vendors, in lieu of advancement payment. When a Pirate Pride Purchase Order is used to place an order, it is asked that copy be forwarded to the Treasurer in person, via email (treasurer@PiratePride.BLUE) or via the Pirate Pride mailbox at CHS.