

**Hello JBC Bookkeeper & Directors- PLEASE HELP ME HELP YOU!!**

- Please save the forms attached. Please delete any old forms that you are using.
- When submitting these forms, please make sure that they are completely filled out and signed.
- Please remember that all expense vouchers must be accompanied with a receipt or an invoice in order to be paid.
- Please do not use ASAP for date that payment is needed by, give me an actual date.
- Please remember that all deposits are due to the Treasurer within 3 days of collecting money. Please make arrangements with Alicia Goff to meet, in order to make the deposit in exchange for a receipt.
- Please remember that all financial information should be given to your bookkeeper to track and to submit to me, if possible.
- When making a deposit, please verify your counts and fill out a deposit form, before giving to me.

**Thanks for your help!!  
GO JAGS!!**

Thank You,  
Alicia Goff  
Treasurer of Jaguar Booster Club  
425-231-8838  
[aliciamgoff@gmail.com](mailto:aliciamgoff@gmail.com)

**Alicia's Address**  
4826 196<sup>th</sup> ST SE  
Bothell, WA 98012

**JBC Mailing Address**  
20611 Bothell Everett Hwy #E203  
Bothell, WA 98012

[jaguarboosterclub.org](http://jaguarboosterclub.org)



## Expense Voucher Instructions

- Fill in date of request.
- Total the amount requested. 1 voucher per payee.
- Fill in the sport or club for the expense.
- Fill in the date payment needed by. Please do not enter ASAP. Please allow 5 business days for payment to be made. If payment is needed sooner, please make special arrangements with Alicia Goff, Treasurer [aliciamgoff@gmail.com](mailto:aliciamgoff@gmail.com) & Cathie Carmical, president [cathiec@gmail.com](mailto:cathiec@gmail.com) . Please remember that we are volunteers.
  - All checks require 2 signatures in order to process, by the Treasurer, President or CFO.
- Fill in description of expense, this will be used on your clubs financial report. Additional information can be filled in at the bottom of the form, in the notes section.
- Fill in the name of the person in your club that is requesting the payment, not necessarily the person being paid.
- Fill in Requestors email &/or phone number, so that the treasurer may contact with any questions.
- Director or bookkeeper of your club **must sign** the request before submitting for payment.
- Fill in the name to which the check will be written to.
- Fill in the address area, if the check will be mailed.
- Fill in the phone# and email address of the person or company check is going to so that the treasurer may contact with any questions.
- **Please Email all expense vouchers with receipts or invoices to [aliciamgoff@gmail.com](mailto:aliciamgoff@gmail.com).**
- **No payments will be made without a receipt or invoice or approving signature from Director or Bookkeeper.**
- All expenses are pending funds in the club's account, Treasurers approval and Presidents approval.

**\*The same form is used if you are requesting a payment to be made by debit card.**

**Any questions, please contact Alicia Goff, Treasurer. [aliciamgoff@gmail.com](mailto:aliciamgoff@gmail.com) 425-231-8838**

**Thank you & GO JAGS,**

**Alicia Goff, Treasurer and Stacy Rus, CFO of Jaguar Booster Club**

# Expense Voucher



Office of the Treasurer,

**Alicia Goff**

4826 196<sup>th</sup> St SE, Bothell, WA 98012

[aliciamgoff@gmail.com](mailto:aliciamgoff@gmail.com) 425-231-8838

Please email completed form to Alicia Goff at [aliciamgoff@gmail.com](mailto:aliciamgoff@gmail.com) along with all receipts

Date of Request \_\_\_\_\_ Amount Requested \$ \_\_\_\_\_

\*\*\*\*Please submit all receipts with this voucher.

Sport or Club \_\_\_\_\_

Payment Needed by: \_\_\_\_\_ Please allow 5 Business Days. If needed sooner, please make special arrangements with Alicia Goff [aliciamgoff@gmail.com](mailto:aliciamgoff@gmail.com) Treasurer & Cathie Carmical [cathie@jaguarboosterclub.org](mailto:cathie@jaguarboosterclub.org).

Description of Expense: \_\_\_\_\_

Requested by: \_\_\_\_\_ Requestors Email &/or Phone # \_\_\_\_\_

Signature of Approving Director or Bookeeper: \_\_\_\_\_

Check to be made out to: \_\_\_\_\_

Phone # of Payee \_\_\_\_\_ Email of Payee \_\_\_\_\_

**Mailing Address:**

(Name) \_\_\_\_\_

(Address) \_\_\_\_\_

(City, State, Zip) \_\_\_\_\_

\*\*Special Insutructions \_\_\_\_\_

\*\*\*\*\*This Section to be completed by Jaguar Booster Club\*\*\*\*\*

Treasurer Approval: \_\_\_\_\_ President Approval: \_\_\_\_\_

Account to charge: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Notes:

## JBC Deposit Instructions

- Please complete all unshaded portions of the deposit form.
- Fill in the club or sport, please use Boy's or Girls, if necessary.
- Fill in the deposit description (i.e., concessions sales, donations, fundraisers, team/club fees, etc. This will be entered in your financial report.
- Please use a second deposit form, if funds are for 2 or more different deposits. For example, concessions and camps, should not be entered on the same deposit form, since they will be different line items on your financial report.
- Enter counts and totals of all coins and currency. Subtotal coins and Currency.
- Enter check numbers and dollar amounts. Please list additional checks on the back of the form, if needed.
- Enter front total of checks.
- Enter back total of checks, if needed.
- Enter the total deposit of coins, currency and checks.
- Please verify the counts on this form, sign and date it.
- Hand deliver all funds to the Booster Club Treasurer. Deposits are required to be given to Treasurer within 3 days of receiving the funds.
  - Contact Information for Treasurer
    - Alicia Goff
    - 4826 196<sup>th</sup> Street SE Bothell, WA 98012
    - [aliciamgoff@gmail.com](mailto:aliciamgoff@gmail.com)
    - 425-231-8838 texts are ok and typically seen the quickest.
- Please contact Alicia Goff with any questions or to set up arrangements for deposit.
- When delivering deposit to Alicia Goff, a receipt will be given, which will be signed by Alicia and the person dropping off the deposit.
- Treasurer will sign and date the deposit form and enter the receipt # given.

Please ask for a financial report to be sent, if you would like one, after the deposit is made. If not, please verify the accuracy of the deposit each month at our General Booster Meeting. Please let Treasurer know right away if there is a discrepancy.

\*\*Exceptions-ongoing fundraisers will not have 20% of funds taken out, that go to JBC's general funds, until fundraiser is complete. 20% is taken off of the total deposits from the fundraiser, minus expenses. 20% is only charged on the total fundraiser profits. Please make sure to note to Treasurer if the deposit is for an ongoing fundraiser.

**Any questions, please contact Alicia Goff, Treasurer. Contact information above.**

**Thank you & GO JAGS,**

**Alicia Goff, Treasurer and Roxanna Palacios, CFO of Jaguar Booster Club**



A booster program for all  
Athletics & Clubs  
at North Creek High School

### JBC Deposit Form

**INSTRUCTIONS:** Please complete all unshaded portions of form. Please verify the counts on this form, sign and date it. Hand deliver to the Booster Club Treasurer. List additional checks on the back of this form, if needed. A receipt will be provided to the Booster Club member delivering the funds. If you need assistance or have questions, contact the Booster Club Treasurer at: [aliciamgoff@gmail.com](mailto:aliciamgoff@gmail.com) 425-231-8838

Booster Club Activity: \_\_\_\_\_

Deposit description: \_\_\_\_\_

i.e., concession sales, donations, fundraisers, team fees, etc. More detail is recommended! Please use the back of this page for more details if needed.

**COIN**

_____	X	Pennies	=	_____
_____	X	Nickels	=	_____
_____	X	Dimes	=	_____
_____	X	Quarters	=	_____
_____	X	Half Dollars	=	_____
_____	X	Dollars	=	_____

**CURRENCY**

_____	X	\$1	=	_____
_____	X	\$2	=	_____
_____	X	\$5	=	_____
_____	X	\$10	=	_____
_____	X	\$20	=	_____
_____	X	\$50	=	_____
_____	X	\$100	=	_____

**Coin subtotal:** \_\_\_\_\_

**Currency subtotal:** \_\_\_\_\_

**Cash (coins + currency) Subtotal:** \_\_\_\_\_

Check Number	\$ Amount	Check Number	\$ Amount

**Please list additional checks on the back.**

**Front Checks Subtotal:** \_\_\_\_\_

**Back Checks Subtotal:** \_\_\_\_\_

**Total available for deposit:** \_\_\_\_\_  
(coin, currency and checks subtotal)

**Net Deposit:** \_\_\_\_\_

Verified by \_\_\_\_\_ Date \_\_\_\_\_

Verified by Treasurer \_\_\_\_\_ Date \_\_\_\_\_

Issued Receipt # \_\_\_\_\_

## JBC Counting of Cash Box Funds Deposit Instructions

- Please contact Treasurer, Alicia Goff at least 2 business days before cash box is needed, in order to set up a time to pick up cash box.
  - Alicia Goff
  - 4826 196<sup>th</sup> Street SE Bothell, WA 98012
  - [aliciamgoff@gmail.com](mailto:aliciamgoff@gmail.com)
  - 425-231-8838 texts are ok and typically seen the quickest.
- Please complete all unshaded portions of the deposit form.
- Fill in the club or sport, please use Boy's or Girls, if necessary.
- Fill in the deposit description (i.e., concessions sales, donations, fundraisers, team/club fees, etc. This will be entered in your financial report.
- Please use a second deposit form, if funds are for 2 or more different deposits. For example, concessions and camps, should not be entered on the same deposit form, since they will be different line items on your financial report.
- Please verify Cash Box, before leaving the Treasurer. All Boxes start with \$150.00. If more cash is needed, please contact Treasurer at least 2 business days before cash box is needed.
- Concession cash boxes are stacked with roughly \$20.00 in quarters \$65.00 in Ones and \$65.00. If different currency is needed, please contact Treasurer at least 2 business days prior to picking up the cash box/boxes.
- Enter counts and totals of all coins and currency. Subtotal coins and Currency.
- Enter the total coins and currency for all funds in the cash box.
- Enter the beginning balance of cash box. Typically, \$150.00. Should be the same as the beginning cash box amount, unless special arrangements are made with the Treasurer.
- Enter the total deposit amount to be deposited on behalf of your club.
- Please have 2 people verify the count of the cash box and deposit, before giving to the Treasurer. Sign and date.
- Hand deliver all funds to the Booster Club Treasurer. Deposits are required to be given to Treasurer within 3 days of receiving the funds. Delivery time can be arranged with the Treasurer, contact information is above.
- Please contact Alicia Goff with any questions.
- When delivering deposit to Alicia Goff, funds will be verified and a receipt will be given. This receipt will be signed by Alicia and the person dropping off the deposit.
- Treasurer will sign and date the deposit form and enter the receipt # given.

Please ask for a financial report to be sent at time of deposit, if you would like one, after the deposit is made. If not, please verify the accuracy of the deposit to your receipt given each month at our General Booster Meeting. Please let Treasurer know right away, if there is a discrepancy.

**\*\*Exceptions**-ongoing fundraisers will not have 20% of funds taken out, that go to JBC's general funds, until fundraiser is complete. 20% is taken off of the total deposits from the fundraiser, minus

expenses. 20% is only charged on the total fundraiser profits. Please make sure to note to Treasurer if the deposit is for an ongoing fundraiser.

**\*\*Concessions calculations**-all money earned from JBC concessions will have 40% of deposit, taken out to pay for concessions food, drinks and supplies. Of the remaining 60% of deposit, 90% of the deposit will go to the club hosting concessions and the remaining 10% will go to the JBC general fund. Example of \$100.00 earned from concessions

- \$40.00 deposited to the concessions restocking account.
- \$54.00 deposited to the club's account hosting concessions.
- \$6.00 deposited to the JBC's general fund.

**Any questions, please contact Alicia Goff, Treasurer. Contact information above.**

**Thank you & GO JAGS,**

**Alicia Goff, Treasurer**



## Counting of Cash Box Funds

**INSTRUCTIONS:** Please complete all unshaded portions of form. Please verify the counts on this form, sign and date it. Hand deliver to the Booster Club Treasurer, Alicia Goff 4826 196<sup>th</sup> Street SE Bothell, WA 98012, or Executive member. List additional checks on the back of this form, if needed. A receipt will be provided to the Booster Club member delivering the funds. If you need assistance or have questions, contact the Booster Club Treasurer at: [aliciamgoff@gmail.com](mailto:aliciamgoff@gmail.com) 425-231-8838

Booster Club Activity : \_\_\_\_\_

Deposit description: \_\_\_\_\_  
 (i.e., concession sales, donations, fundraisers, team fees, etc. More detail is recommended)

**Beginning Cash Box**

<u>COIN</u>		=	_____	<u>CURRENCY</u>		=	_____
_____	X Pennies	=	_____	_____	X \$1	=	_____
_____	X Nickels	=	_____	_____	X \$2	=	_____
_____	X Dimes	=	_____	_____	X \$5	=	_____
_____	X Quarters	=	_____	_____	X \$10	=	_____
_____	X Half Dollars	=	_____	_____	X \$20	=	_____
_____	X Dollars	=	_____	_____	X \$50	=	_____
				_____	X \$100	=	_____

**Coin subtotal:** \_\_\_\_\_      **Currency subtotal:** \_\_\_\_\_

**Total cash and coins in Cash box:** \_\_\_\_\_  
 (coin and currency subtotal)

**Less: Ending cash box:** \_\_\_\_\_

(should be the same as the beginning cash Box amount, unless approval from Treasurer).

**Total Deposit:** \_\_\_\_\_

Verified by \_\_\_\_\_ Date \_\_\_\_\_

Verified by \_\_\_\_\_ Date \_\_\_\_\_

Verified by Treasurer \_\_\_\_\_ Date \_\_\_\_\_

Issued Receipt # \_\_\_\_\_



# Square Instructions

## Downloading App

1. Go to your app store and search for "Square Point of Sale".
2. Sign in. Only have to sign in once. Username is [aliciamgoff@gmail.com](mailto:aliciamgoff@gmail.com), password is Football1, with a capital F.
3. To sync wireless card reader, tap on the 3 lines in the upper left hand corner. Tap settings. Scroll down to hardware and tap Card Readers. Tap Connect a Reader. Follow instructions.

## Processing a Sale

1. Open app. Tap on the list icon at the Bottom of the screen to see all items.
2. Tap items to sell.
3. Tap Blue charge box when time to pay.
4. Insert or swipe credit card in reader. (If manually entered, a higher fee is charged)
5. If paying with cash, tap cash and enter amount paid.
6. Credit card sales-have customer sign on screen.
7. If receipt is wanted, it can be emailed or sent by text. If no receipt is wanted, tap "No Thanks".
8. Hit "New Sale" to go to the next transaction.

## Trouble Shooting

Wrong Quantity or item entered-tap on "Current Sale" at the very top of your screen, above the blue charge box. Tap the incorrect item to change quantity or to delete an item.

Adding a new item to the sales menu.

1. In the top right hand of your screen, hit the menu bar, which is 3 lines.
2. Tap Items.
3. Tap All Items.
4. Tap the box that says "Create Item".
5. Type description of item.
6. **Select Category. Please make sure to select the club that this item is for!**
7. Enter the price of the item.
8. Tap Save.

**Any questions or difficulties, please call Alicia Goff at 425-231-8838.**



## In Kind Gift Receipt

### Donor Information

Donor Name and/or Business: \_\_\_\_\_

Name of Contact Person (if different from above): \_\_\_\_\_

Donor Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number (    ) \_\_\_\_\_

Email address: \_\_\_\_\_

### Item Information

Item(s) description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Fair Market Value of Item(s) \$ \_\_\_\_\_ (determined by donor)

Donor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Donor Signature line must be signed to verify that the "estimated fair market value" amount was provided by the actual donor.

## Thank you for supporting the Jaguar Booster Club

JBC complies with all Federal, State & Local laws for non-profit organizations [501c3] TAX ID: 82-1287569. Per IRS regulations, an item you value over \$500 requires an IRS Form 8283; any time you value over \$5,000 requires Form 8283 and written appraisal. Should you have any questions, please refer to [www.irs.com](http://www.irs.com) publications 526 and 561, and consult your tax adviser.

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
Jaguar Booster Club

**2** Business name/disregarded entity name, if different from above  
 \_\_\_\_\_

**3** Check appropriate box for federal tax classification; check only **one** of the following seven boxes:  
 Individual/sole proprietor or single-member LLC  
 C Corporation     S Corporation     Partnership     Trust/estate  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_  
**Note.** For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.  
 Other (see instructions) ▶ \_\_\_\_\_

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
 Exempt payee code (if any) \_\_\_\_\_  
 Exemption from FATCA reporting code (if any) \_\_\_\_\_  
(Applies to accounts maintained outside the U.S.)

**5** Address (number, street, and apt. or suite no.)  
00601 Bothell-Everett Hwy #6203

**6** City, state, and ZIP code  
Bothell, WA 98012

**7** List account number(s) here (optional)  
 \_\_\_\_\_

Print or type  
 See Specific Instructions on page 2.

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

**Social security number**

-			-						

**or**

**Employer identification number**

8	2	-	1	2	8	7	5	6	9
---	---	---	---	---	---	---	---	---	---

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign Here**    Signature of U.S. person ▶ Alicia [Signature]    Date ▶ 4-24-17

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.  
**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

#### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filed-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.