

Athletics Financial and Purchasing Guidelines

Summary

The Coach, with the advice and consent of the Athletic Director, is responsible for team finances and should be the team's only contact with the Athletics Secretary. All purchases must be approved by the Athletic Director. With few exceptions, all purchases for the team must be made by the Coach through the Athletics Secretary. Fundraising proceeds must be deposited in a DHS Team Activity Account and no outside bank accounts may be held for team fundraising or purchasing. All Coaches and teams are responsible for following these guidelines.

Sources of Funding and Budget

The Darien Board of Education provides an amount for each team in its annual budget. Additional funds may be raised to augment the BOE budget (either through fundraisers or direct assessments to team members) and must be deposited with the DHS Bursar in a Team Activity Account. Unused BOE funds do not carry over from year to year; unused Team Activity Account funds do. All required funds for purchases must be on deposit before an order is processed.

Before the season starts, the Coach, captains, and possibly parents of captains must meet with the Athletic Director (AD) to establish a budget for the team. At this meeting the AD will confirm funds in the BOE budget and the Team Activity Account (if any), and review the team's planned spending for the year. If there is a shortfall between funds on hand and anticipated purchases, the team can either hold a fundraiser or have athletes pay directly. All planned spending and fundraising must be pre-approved by the AD. The Coach should complete an "Athletics Purchasing Worksheet" with the AD for budget approval.

Fundraising

Fundraising should be for specific team needs and the majority of money raised should be used in the current season (minimal carry-over from year to year will be allowed). All fundraising proceeds must be deposited in the Team Activity Account with the Bursar. Cash should be deposited as cash (do not convert to a personal check). Individual gifts in cash or goods worth over \$2,000 to a team must be pre-approved by the Board of Education. All gifts over \$500 must be reported to the Superintendent. (Note: Because of state regulations, raffles and 50/50s are not acceptable fundraisers.)

Purchasing/Expenditures

The Coach, team members or parents may not order or purchase anything for a team without prior authorization by the AD. All funds must be on hand before a purchase is processed. The Board of Education will not pay for or reimburse any purchases that are made outside of established guidelines.

The Coach should complete a "Request for Purchase Order" form and deliver to the Athletics Secretary for processing. The Athletics Secretary will verify available funding and generate the purchase order. Once complete delivery of the order is received, the Coach must notify the Athletics Secretary so payment to the vendor can be made.

Reimbursements

There are a limited group of purchases which can be made directly by the Coach or team parent and then reimbursed through the Team Activity Account (e.g., flowers for awards, senior's and coach's gifts). These purchases must be pre-approved by both the Coach and the Bursar. Original receipts must be submitted for reimbursement. Contact the Bursar for more information before the purchase is made.

Blue List

Any team equipment (including uniform) that is not returned at the end of the season is charged to the athlete on the school's "Blue List". DHS has converted to an electronic Blue List (no paper forms any longer). Please contact the Athletics Secretary or the Bursar to place an athlete on the Blue List.

Banquets

With few exceptions, payments for banquets must be processed through the Team Activity Account. Deposit team payments with the Bursar and a check for the venue will be provided before the event. The Coach, team members, or parents are not authorized to pay for a banquet in any other manner. Contact the Bursar in advance of the banquet for more information.

Senior Gifts

Senior gifts are not an expectation of the athletics program and are at the discretion of the Coach. The value of gifts should not exceed \$25 per athlete. Funds must be on deposit in the Team Activity Account to pay for the gifts (Board of Education funds may not be used). Contact the Bursar for more information.

Contacts

Assistant Superintendent: Stephen Falcone, 656-7414 sfalcone@darienps.org
Athletic Director: John Keleher, 655-3981, ext 2263 jkeleher@darienps.org
Athletics Secretary: Cindy Fraioli, 655-3981, ext. 2244 cfraioli@darienps.org
Darien High School Bursar: Meg Ricci, 655-3981, ext. 2318 mricci@darienps.org

Athletics Purchasing Worksheet

A. Board of Education Budget for season: \$ _____

B. Team Student Activity Account balance: \$ _____

C. Total funds on hand (A+B): \$ _____

Detail Purchases:
Vendor, item, price

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

D. Total of all purchases listed above: \$ _____

E. Funding Coverage or Shortfall (D-C): \$ _____

If shortfall (negative), detail fundraising goals, or payments to be assessed:

_____ \$ _____

Team Activity Account Step-by-Step Purchasing Guidelines

The Coach is responsible to contact the Athletics Secretary for all team purchases. This includes team equipment and anything that is to be worn by team members. No purchases may be made directly by the Coach, team members, or parents. Unauthorized purchases will not be reimbursed.

1. Meet with the AD to approve budget, fundraising, and purchasing.
2. Any monies collected through fundraising or collections from team members must be deposited in the Team Activity Account with the DHS Bursar.
3. Expenditures from the Team Activity Account must be approved by the Coach, and money must be on deposit before a purchase is made.
4. A “Request for Purchase Order” must be completed and delivered to the Athletics Secretary for processing. Available team funds will be verified with the Bursar before a purchase order is generated.
5. A purchase order will be sent to the vendor.
6. Once delivery is received, notify the Athletics Secretary so payment can be made.

A limited group of small item purchases may be made and handled as a direct reimbursement. These must be pre-approved by the Coach and Bursar. Contact the Bursar for more information.

See “Athletics Financial and Purchasing Guidelines” for complete information.

Reminder: The Coach, team members, or parents may not order or purchase anything without prior authorization.