



## NORTHGATE BRONCO BOOSTERS OVERVIEW

The Northgate Bronco Boosters is made up of proud parents, faculty, and sponsors of all Northgate High School's athletic programs, spirit, and our Certified Athletic Trainer and Sports Medicine program. The Boosters' efforts and financial support influence and benefit over 900 students each year. We provide approximately \$90,000 per year to help defray the cost of our athletic and Sports Medicine programs through Athletic Membership fees and other Boosters-sponsored fundraising activities.

## THE ROLE OF THE BOOSTERS CLUB TREASURER

The role of the Boosters Club Treasurer involves managing the financial aspects of the organization. The key responsibilities include:

**Financial Management, Budgeting, and Planning:** Work with the Boosters Executive Board, teams, and event committees to create annual budgets for the organization. With the assistance of a third-party bookkeeping firm, maintain accurate and up-to-date financial records for the Boosters Club. Track all income, including team contributions, donations, fundraising proceeds, and other sources of revenue. Categorize expenses related to Booster Club activities. Assess the financial impact of proposed projects or initiatives, and provide financial insights and recommendations to assist in decision-making.

**Financial Reporting:** Serve as lead for the Boosters' bookkeeping service provider. Ensure the bookkeeper provides timely and accurate financial reports to keep the Executive Board, teams, and school administration informed about the organization's finances. Present financial reports at Booster Club meetings, highlighting the organization's performance versus budget.

**Banking and Transactions:** Handle banking transactions, including deposits, withdrawals, and transfers. Ensure proper financial controls are in place to safeguard the organization's funds. Review expenses that are submitted by teams and the Athletics Department. Maintain organized and detailed documentation for all financial transactions.

**Tax Compliance:** Ensure compliance with relevant tax regulations and guidelines for a nonprofit organization. Work with the bookkeeper and/or tax professional to prepare and file necessary tax documents. When necessary, assist in audits or reviews.

Please contact Anne Giannini (current Boosters Treasurer) at [ag\\_giannini@yahoo.com](mailto:ag_giannini@yahoo.com) for inquiries or interest.