

# **N**orthview Athletic Association

*Northview High School  
10625 Parsons Rd  
Johns Creek, GA 30097*

Policies and Procedures

FUNDS REMITTANCE

POLICIES & PROCEDURES

1. All deposits are made by the sport's Booster Treasurer. Use of 'Funds Remittance' form is required. Download the 'Funds Remittance' form from [www.northviewtitans.org](http://www.northviewtitans.org) under the "Forms" tab.
2. Accounting codes must be utilized. If you wish to have a fundraiser specific code used for accounting reasons, for example "fundraiser: pinestraw", please indicate this on the remittance form.
3. Once the deposit is made at the bank, provide the completed 'Funds Remittance' form as well as a copy of the deposit slip electronically to the NAA Bookkeeper at [naa.bookkeeper@gmail.com](mailto:naa.bookkeeper@gmail.com).