

# Centennial High School CAC Treasurer's Information & Reminders

CAC Treasurer E-mail, [CentennialCACTreasurer@gmail.com](mailto:CentennialCACTreasurer@gmail.com)

Co-Treasurers: Jenny Davis & Ashley Johnson

All checks payable to: **COUGAR ATHLETIC CLUB (CAC)**

\* Write team name/fundraiser in memo line of check

## TEAM DEPOSITS

- Complete the Team Deposit Form (dated June 2025).
  - Make sure to indicate if it is a fundraiser, donation, etc. and please write legibly.
  - **Two signatures are required on the form for ALL deposits.**
- Place **all cash** deposits with the Deposit Form in the front office vault (give to the secretary, Ms. Laing or Ms. Patty).
- Send the treasurers an e-mail to notify there is a deposit for pick up.
- Separate out deposits for BANNER SPONSORSHIPS money from other deposits.
- **PLEASE DO NOT** place cash in the CAC mailbox in the front office. Check deposits can be placed in the mailbox.

## TEAM FUNDS REQUESTS

- Complete the Team Funds Request Form (dated June 2025) and place it in the CAC mailbox.
  - **Coaches are NOT allowed to request funds**; a team parent representative must do this.
  - **If the request is \$1,000 or over – two signatures are needed on the form.**
  - Give a thorough description of the request in the "reason for request" area, including vendor names and invoice numbers.
- Requests placed in the CAC box by Monday, with adequate supporting documentation, will typically be paid (online or by check) by the Friday of that same week. Please specify if an immediate payment is required.
- Attach the related invoice (**not a quote or estimates**), receipt, or other paperwork as backup documentation.
- Reimbursement requests must be accompanied by a receipt and should not include sales tax unless the purchase is for resale.

## MERCHANDISE FOR RESALE

- As a non-profit organization, we do not have to pay sales tax on items purchased. **We do, however, need to pay sales tax on items resold for fundraising purposes.** Please ask if you have questions.
- Indicate on the Team Funds Request Form if the purchase is for fundraising/resale items versus team/player items – especially apparel. Team apparel is tax exempt, but spirit wear that you will sell is taxable.
- Keep these request forms (and vendor invoices) separate from purchases for the team itself.
- If you have questions, please send an e-mail to [CentennialCACTreasurer@gmail.com](mailto:CentennialCACTreasurer@gmail.com).

## SCHOOL FUNDRAISER APPLICATIONS

- Don't forget to complete the online fundraiser application required by the school/District for all fundraising events. This should be done at least two weeks prior to your fundraiser start date. Please contact [CentennialCACTreasurer@gmail.com](mailto:CentennialCACTreasurer@gmail.com) if you do not have access to Givebacks.
- Facility Requests must be completed for all events on campus. Please ensure that the coach has completed these forms and turned them into the front office secretary. They do not need to be uploaded on the fundraiser application.
- Once your team receives notice by email that your fundraiser is approved, please notify us by e-mail at [CentennialCACTreasurer@gmail.com](mailto:CentennialCACTreasurer@gmail.com).
- If your team would like to participate in a raffle fundraiser, you will need to complete a fundraiser request for the district **AND ALSO** complete the Tennessee Nonprofit Gaming Law Annual Event Application with the Division of Charitable Solicitations, Fantasy Sports, and Gaming with the Department of State. This application is due by January 31 of the year you would like to hold the raffle. There are other reporting requirements during and after the event that are required to be compliant.

## TEAM ACCOUNT ACTIVITY

- Team account activity/balances will be provided upon request via e-mail.
- Please review account activity sheets because we are human and may make mistakes.

## SCHOLARSHIPS

- The CAC offers a \$300/player \$625/team scholarship for teams to use to support your student athletes. More information can be found on the scholarship policy guidelines and application forms.
- The CAC also offers annual college scholarships to four student athletes. Information is posted in the spring of each year. This is offered to the students directly but does require letters of recommendation from coaches.

During the school year the CAC Mailbox in the front office will be checked frequently. However, if you have an urgent request or need, please contact one of the treasurers directly.

Please sign and date indicating that you have received the Information & Reminders and return this page to either Jenny Davis or Ashley Johnson. Thank you!

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PRINT NAME

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NAME OF TEAM (i.e. Football, Softball, Wrestling)

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SIGNATURE

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DATE

*Current as of July 2025*