



Tiger Boosters Bookkeeping Schedule

Because of the sheer volume of activity, Tiger Boosters has decided to apply a predictable schedule to the bookkeeping process. For example, if you want to make sure that a bill gets paid this week, be sure to submit it by Sunday or Wednesday, since bills are processed on Monday and Thursday. Note that if we are missing information, there may be a delay. (See New Vendor Onboarding for details.)

Day	Action
Monday	Payments processed (in Bill.com & other) TeamSnap deposits are made Non-fundraising PayPal accounts are swept & reports downloaded (General Boosters (most of the teams), Baseball, Drama, Track)
Tuesday	
Wednesday	
Thursday	Payments processed (in Bill.com & other)
Friday	Transaction details downloaded from bank, QBO reconciled, W-9 requests sent out from Track1099 (all new vendors and coaches)
Saturday	Reports go out to teams (automatically in QBO) to team email addresses ONLY

End of event or End of month (usually on or after the 28th):

- GL Holding accounts (like for fundraisers) are reviewed to see if they can be swept
- PayPal fundraising accounts are swept and reports issued (Fundraisers, Bash, Capital Campaign)
- Team ledgers are adjusted for 10% admin fee on deposits for that month
- Monthly bank statements are reconciled

Action	When
Pay Bills	Monday and Thursday
PayPal downloads	Monday
TeamSnap downloads	Monday
Reconciliation	Fridays and EOM (end of month)
Reports go out	Saturday
10% admin fee applied to NET deposits	Last day of the month
20% admin fee applied to NET deposit on fundraisers	Once fundraiser is done and bills are paid
Fundraisers (online or events)	Monthly or end of event; exact date depends on source (see Accounts Receivable Protocols for details)
Others	TBD