

# PHABA General Fund Disbursement

# PHABA General Funds Disbursement Team

- Members
  - Virginia Agee
  - Dave Beeler
  - Jimmy Whitney
  - Danny Woodford
- Schedule
  - 22-Feb ✓ Danny send draft presentation to team members
  - 2-Mar Meeting #1 ✓
  - 21-Mar Meeting #2 ✓
  - 24-Mar Team send recommendation to PHABA Exec Comm/AD
  - 28-Mar get feedback on telecon
  - 11-Apr Motion to approve at PHABA monthly meeting
  - -May implement

# Key Points

- Team recommends 30% of General Fund reserved for long term projects, emergence, post-season, PHABA equipment
- Up to the Balance less reserve (based on need) is distributed in 3 planned disbursements per year on a defined schedule
  - one for each sports season
  - in a timely manner to support material order lead time
- Collaborative effort between Coaches, AD and PHABA
  - AD/PHABA Funding Team meet and prioritize, make awards
- Contribution from team and AD accounts strongly encouraged and may be a condition of award of funds and will be negotiated
  - Help available for team fund-raising ideas
- Coaches/AD define all requests, short and long term in the one consolidated request per season
  - Short term needs met when possible
  - Long term projects identified, targeted through the process
    - Separate initiatives developed to explore/pursue funds

# By-Laws “FROM”

## **ARTICLE X - FUND DISBURSEMENT**

The PH AD will work with the coaches of each team and come up with a prioritized list of items needed by the teams but not covered by the school's athletic budget. The Executive Committee will approve an amount available for disbursement to the teams. The PHABA will assign a sub-committee to analyze the AD's list and provide a recommended disbursement plan for Executive Committee approval. The Executive Committee will submit final funding recommendation to the Board for approval at a designated meeting. The funds will be disbursed as soon as practical after Board approval in accordance with school policies.

# By-Laws “TO”

## **ARTICLE X - FUND DISBURSEMENT**

The PHABA General Funds are limited and should be applied with discretion and only to supplement not replace Roanoke City funds. In addition, the AD and every team has a dedicated account made up of team fundraising and/or donations and these funds should also be equitably applied to any fund request.

The process for the three planned disbursements (one per season) from the PHABA General Fund is defined by attached:

- SCHEDULE A - PHABA GENERAL FUND PLANNED DISBURSEMENTS TIMELINE**
- FLOW A - PHABA GENERAL FUND PLANNED DISBURSEMENT FLOW**
- FORM A - REQUEST FOR SUPPLEMENTAL FUNDING FROM PHABA GENERAL FUND**

## SCHEDULE A - PHABA GENERAL FUND PLANNED DISBURSEMENTS TIMELINE

	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB
Athletic Director prepares/manages annual PH sports annual budget	▲-----▼											
<b>WINTER SPORTS</b>												
AD submit request to PHABA Funding Team (1 wk prior to Team mtg)					◇							
AD/PHABA Funding Team Meeting (2 wks prior to AUG booster mtg)						◇						
PHABA fund request approval (AUG Booster mtg)						◇						
Equipment/material lead time (60 days)							▲-----▼					
Winter sports practice begins 11/15									◇			
<b>SPRING SPORTS</b>												
AD submit request to PHABA Funding Team (1 wk prior to Team mtg)								◇				
AD/PHABA Funding Team Meeting (2 wks prior to NOV booster mtg)									◇			
PHABA fund request approval (NOV booster mtg)									◇			
Equipment/material lead time (60 days)										▲-----▼		
Spring sports practice begins 2/21												◇
<b>FALL SPORTS</b>												
AD submit request to PHABA Funding Team (1 wk prior to Team mtg)	◇											
AD/PHABA Funding Team Meeting (2 wks prior to APR booster mtg)		◇										
PHABA fund request approval (APR booster mtg)			◇									
Equipment/material lead time (90 days)			▲-----▼									
FALL sports practice begins 8/2						◇						
PHABA qtrly reports on long-range funding projects (at regular booster mtgs)		◇				◇			◇		◇	

# FLOW A - PHABA GENERAL FUND PLANNED DISBURSEMENT FLOW

**Coach** obtain quotes/schedule for essential needs

**AD** request input from all coaches to support budget/funding request preparation

**Coach** (all sports) identifies all needs (facility, equipment, personnel, transportation) short and long term to AD

**AD** assesses requests and separates those paid by city see **List A\* below**

**AD, working with coaches**, assesses remaining requests, designates those paid by PHABA AD restricted account or team account

-Contribution from AD/team accounts strongly encouraged

**AD communicates with coaches** the items approved within athletic department and those that remain unfunded

**AD** submits FORM A REQUEST FOR SUPPLEMENTAL FUNDING FROM PHABA GENERAL FUND 1 week prior to Funding Team meeting, to request money for unfunded coach's requests

-form must be complete including cost  
- one consolidated form A each season  
- schedule per SCHEDULE A - PHABA GENERAL FUND PLANNED DISBURSEMENTS TIMELINE

**PHABA Board**, at May meeting, approve annual total disbursement from Gen Fund for next FY begin Jul

**PHABA Funding Team** prepares motions for formation of teams to address unfunded items

**PHABA Board** considers motions

**PHABA, AD, Coaches** collaborative efforts to pursue funding for targeted items on a long-term basis

**PHABA** long-range funding progress report Apr, Jul, Oct, Jan monthly booster mtgs

**AD and PHABA Funding Team** meet and review the consolidated request (annual amount per approved budget, seasonal amount discretion of this team)

- PHABA funding team will require investment from team and AD accounts

**PHABA Funding Assessment Team** prepare motion for immediate funding from general fund

**PHABA Board** considers motion for general fund disbursement

- see SCHEDULE A for booster mtg month

**PHABA Treasurer** distributes funding to Roanoke City for purchase upon authorized request

**PHABA Exec Committee** appoint PHABA Funding Team (announce at May meeting for next FY begin Jul)

**\*List A City Paid** - coaches salaries, officials, transportation, meal money, basic eqt needed to participate, uniforms, basic field needs, security, entry fees for set no. of events, awards (2/sport), hotel rooms for approved events requiring overnight stay

# FORM A

## REQUEST FOR SUPPLEMENTAL FUNDING FROM PHABA GENERAL FUND

From: Patrick Henry Athletic Director

To: Patrick Henry Athletic Booster Association (PHABA) Funding Team

Sports Season: \_\_\_\_\_ Date: \_\_\_\_\_

Item Description	Team	Coaches/AD Request				Final AD/PHABA Funding Team Recommendation				
		Total Cost	Amount from Team Account	Amount from PHABA AD Account	Amount from PHABA General Account	Total Cost	Amount from Team Account	Amount from PHABA AD Account	Amount from PHABA General Account	PHABA action to work funding long-range (√)

**Notes**

- Include all requests for season, short and long-term
- Total cost includes any decoration and freight costs
- Purchasing procedures are per Roanoke City guidelines



## Other recommendations

- PHABA discuss with City/PH Admin
  - Commitment for timely response to process/schedule
  - Commitment for open communication regarding budget issues
  - Commitment on list of items City will pay for
    - Including agreement to pay for uniforms per approved rotating schedule
  - Provide any legal guidance on what PHABA cannot pay for
  - Equitable funding (based on no. of teams/athletes) of funds between PH and WF
  - Partnership to identify and pursue any long-range capital funding
- PHABA Exec Committee
  - select Funding Team and designate total amount for '11/12 before May booster meeting
  - update By-Laws to include process for handling reserve amounts
    - Additional support to post-season, targeted support for long-range project, emergency expense
- Other
  - For funding purposes, place following teams in appropriate season
    - Cross country – Fall, Indoor track – Winter, Outdoor track – Spring
  - Other – AD provide record of expenditure to ensure awarded amounts are spent properly (audit trail)