



Florida Agricultural & Mechanical University Board of Trustees Policy

Board of Trustees Policy Number: 2005-18	Date of Adoption/Revision: October 6, 2005
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Subject	UNIVERSITY ATHLETICS BOOSTER POLICY
Authority	Sections 1001.74 and 1001.75, Florida Statutes
Applicability	These provisions shall apply and be supplemental to the Internal Management Memorandum (IMM) 2003-01 (Direct Support Organizations)

Section 1.	Booster Organization(s)
	<ol style="list-style-type: none">1. All athletic booster organizations or clubs associated with or connected with Florida A & M University (University) must be organized and operated within the purview of the University's Athletic Department.2. All booster organizations or clubs must be consolidated to have one accounting and organizational entity.
Section 2.	Finances
	<ol style="list-style-type: none">1. All booster organizations or clubs activities, i.e. concessions, parking, program sales, fundraising activities, etc., shall be conducted through the University's Athletic Department, to ensure adherence to the University's accounting policies and controls.2. All funds received and expended from booster accounts must be deposited into a University account and subject to accounting in the University's Controller/Budget Office.
Section 3.	Fundraising Activities of Athletic Boosters
	<ol style="list-style-type: none">1. All fundraising activities of athletic boosters must be approved by the President or the President's designee.2. Upon the conclusion of any fundraising activity, a post-activity report of the fundraising activity, including items sold/donated, list of participants, list of donors and amount of donations, etc., shall be provided to the President or the President's designee.3. A booster organization or club shall not engage in a fundraising event which does not have present an employee from the University's Athletic Department and the University's Office of Development.4. Athletic coaches or student-athletes participating in a fundraising event of a booster organization or club shall not be involved in the handling of any funds associated with the fundraising event.
Section 4.	Appointment of Athletic Staff to Boosters' Executive Board
	<ol style="list-style-type: none">1. The President shall appoint a senior athletics staff member, i.e. Athletics Director or an Assistant Director of Athletics, to serve as a member of the booster's executive board in an advisory or oversight capacity. The staff member's

responsibility in this role shall include, but not be limited to:

- a. Examining and authorizing all financial expenditures and monitoring booster expenditures for compliance with NCAA, MEAC and University regulations, rules and policies.
- b. Attending all booster executive meetings and reporting all financial activity to the Athletic Director, University and Development officers.

SECTION 5. Booster Audits

1. In addition to the requirements of IMM#2003-1, all financial statements, reports and audits of the booster organization shall be submitted to the auditor performing an annual audit of the University's athletic financial audit, as required by the NCAA Constitution 6.2.3, as now or hereafter amended.
2. Periodic spot-audits shall be conducted of the booster organization's financial activities by the University's Office of Audit and Compliance.
3. Periodic audits of athletic donors shall be conducted by the University's Office of Audit and Compliance to ensure proper accounting of all appropriate donated funds.

SECTION 6. Administrative Procedures

The President, or the President's designee, shall establish administrative procedures to implement this policy.