

FUNDRAISING AND BOOSTER CLUB HANDBOOK

August 1, 2012

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INTRODUCTION

Booster Clubs are organized to enhance the extracurricular activities of the schools in Provo City School District. School Administration is responsible and accountable for the booster clubs and parent groups in their school and must insure that all procedures are followed. School administration shall regularly meet with all Booster Clubs and parent groups to review reports, audit, train, and monitor all activity. Since the Booster Clubs also represent the school, it is necessary for them to follow the guidelines set forth in this procedure.

FUND RAISING

It is important that all funds collected through fund raising efforts are spent for the purposes they were collected. To ensure the taxability and appropriateness of all fund raisers, they must be approved in writing by the school administrator.

Extreme care must be used when choosing a fund raising activity. The District is liable for any activity which appears to have the district's endorsement. Fund raisers should not obligate the school without prior approval from the school administrator. Fund raisers should not put children at risk (please refer to section 4 of the District Donation and Fundraising Policy). Proper supervision is always necessary. All donations (grants, gifts, contributions, etc.) should be processed through the school, District, or Provo City Foundation. The District encourages large donations to be made to the Provo City School District Foundation to assure proper recognition and that a tax-deductible receipt for donations is provided.

When cash is involved in fund raising, it is the responsibility of the administration or club leadership to ensure proper controls are in place. Money should always be counted by more than one person. Activities involving ticket or product sales must be reconciled. A copy of these accounting and reconciliation forms must be kept with the copy of the receipt. All cash should be deposited immediately in school accounts. To meet the state guidelines money received must be deposited at least every three business days.

All fund raisers that meet the Utah State Tax Commission's guidelines and those approved by district and/or school policies are considered non-taxable. Fund raisers that involve providing labor are not subject to sales tax (Car Washes, Walk-a-thons, etc.). The sale of coupon books is also not subject to sales tax because the tax is collected and charged at the time the coupon is redeemed.

In Summary:

- Fundraising activities must be in accordance with school and district policies.
- Fundraising activities must be approved by a school administrator.
- Funds from a fund raiser cannot be used to compensate an individual teacher or other personnel.
- All funds received from the fund raiser must be deposited in an account that is controlled by the school/club.
- Activities specifically designated as taxable by the Utah State Tax Commission cannot be classified as a non-taxable fund raiser.

Tracking of finances by the school is recommended by the District. School financial secretaries are trained to provide financial tracking. Donations will be maintained in the school program account for which the funds were donated. Funds held in the account are considered school funds and will not be used for purposes other than those specified at the time of donation. Patrons may make tax free donations directly to the school, District, or District Foundation to support the program or purpose of their choice. The school, District, or District Foundation may provide the donor with an official tax exempt receipt.

Although not recommended, a booster club is allowed to track their own finances given the procedures, in this manual and District policy, are followed (See Financial Records Maintained By Club section). If club procedures and District policy are not followed, School Administration must immediately revoke the right of the club to use school or district names.

District bidding processes and purchase order guidelines shall be followed for any purchases. Funds should never be personal funds. Personal checking accounts must not be used. All funds must be processed through the school or audited booster club books. Equipment purchases which will be donated to the school should be processed by the district purchasing department. The money for the purchase should be given to the school, District, or District Foundation. The District will be responsible to ensure all purchase guidelines are followed. Fee waiver rules also apply in regards to student participation. See the school administrator for more information regarding fee waivers.

Financial Records Maintained by School

There must be a clear distinction between booster and club funds and school funds. Transfers should not be made from school funds to booster or club funds. However, transfers (donations) can be made from booster funds to school funds.

Once funds are transferred to the school program account they are considered a donation to the school program and are no longer considered booster or club funds. Booster clubs do not have access to school accounts and therefore cannot authorize uses of the funds.

Tens of thousands of dollars are received by all of our extracurricular activity groups (Athletics, clubs, drama, arts, booster clubs, etc.) each year. It is the sponsor's responsibility to complete the Request for Fund Raiser form and obtain school Administration's approval (see the Licensing Use Request Form in the forms section of this manual). Every effort should be made to safeguard cash, protect those who handle money, discourage theft, and use procedures that provide accountability.

Separate cash change boxes are to be used for each fund-raising activity, or a central cashing station is to be setup to receive all money. If separate cash change boxes are used, the cashiers must be responsible for receipting, reconciling, and turning in their funds to the designated school administrator. The funds from the separate cash change boxes should not be combined. If a cash register is used, the keys will need to be programmed to record each fund-raising activity separately. The cash register tape would be the receipt and serve as the proof of payment. The fundraising sponsor should contact the school financial secretary to obtain the cash register and have it programmed.

Fundraising expenses must not be taken from the cash change boxes or cash registers. These expenditures must be kept separate. They should be paid by check through the school.

A cash tally sheet must be used to count all money (see the forms section at the end of this manual). It must be signed by two individuals involved in counting the money. Each fund-raising activity must be recorded and reconciled separately (banquet dinner tickets, auction proceeds, product sales, etc.). If a cash register is used, the cash register tape will summarize each fund raising activity. A bank bag should be obtained from the school when fund-raising proceeds cannot be given to the school financial secretary to deposit immediately. The bank bag in such instances will be used to store the fund-raising money and then be taken to the school safe or bank's night deposit drop. If a cash register is not used, the money from each event must be handled separately and separate deposit slips made. This means a cash change box will be needed for each fund raising activity.

Change Box Dos and Don't's

Do

- Set up the box as petty cash with the district office
- Keep the box in a secure place
- Count the cash in the box
- Have a school administrator issue the box and initial that it was issued
- Have the person receiving the box count the cash and initial receiving the box

- Control and safeguard the box at all times
- Have only the person issued the box place money in or take money out of the box
- Have at least two people count the box after the event, using the proper form
- Turn the box and count sheet in to a school administrator
- Have both the school administrator and the person turning in the box initial that it was turned in
- Place the box in the safe
- Deposit the money over the cash box balance

Don't

- Don't pay expenses out of the box
- Don't make concession or inventory purchases out of the box
- Never allow control of the cash box to fall outside of the person the box was issued to
- Don't hold the box overnight
- Do not take the box home

AUCTIONS

As part of their fund-raising efforts, many of these groups will conduct auctions. Often they will be held in conjunction with a banquet. At these banquets, dinner tickets and product sales can also be made. Under Utah law, it is illegal to operate a scheme where a person gives something of value in order to obtain a chance to win something of value. A raffle or lottery, which requires the purchase of a ticket without requiring the purchase of a product, is illegal. (Utah Criminal Code 76-10-1101, 76-10-1102) The purpose of these guidelines is to provide direction and procedures for conducting auctions and other sales activities that may occur at the same time.

CONCESSIONS

Concessions sales are taxable and must follow the Utah State Tax Commission's guidelines. Sales tax should not be paid at the time supplies are bought for resale. All inventory purchases are to be made through the school secretary and district purchasing. A wholesale provider will be selected according to District policy. Merchandise is to be delivered to the school by the wholesale provider. The merchandise is to be counted and received by two or more employees designated by the school administrator. The receiving documents are to be signed by the employees counting the merchandise and given to the school secretary.

The merchandise is to be secured in a locked room with only school administrator access. An inventory of all merchandise, food, etc. is to be kept at all times.

The inventory is to be issued by a school administrator, and an inventory control sheet (see the forms section at the end of this manual) is to be signed by the person receiving the merchandise.

It is recommended that all product sales (clothing, concessions, etc.) be handled by the central station cashiers. Sales must be tracked in a manner that allow for all issued merchandise to be accounted for.

The following guidelines should be followed for concession sales:

1. A separate school account should be set up to record concession activity.
2. Periodically the concession account activity should be reviewed by school administration.
3. A cash tally sheet for all concession proceeds must be completed and signed.
4. It is recommended that cash registers be used for concession stand activity.
5. Sales tax must be remitted to the state. This will be done through the school.
6. It is recommended a night deposit bag be used if necessary to protect the funds and volunteers. Two individuals should accompany the deposit to the bank or the school's safe. All concession proceeds must be given to the school business secretary, a school administrator, or deposited into the bank immediately after the event.
7. Volunteers are not to purchase supplies for resale.
8. All proceeds from concession activity must be deposited no later than the next business day.
9. Concession proceeds should not be used to purchase more concession products for resale or used for any other activity. These activities should be run through the school accounting system separately. Running the cost through the school accounting system will provide a better audit trail of proceeds and product cost.

Reconciliations

Non Cash Register Usage (cash change boxes)

If cash registers are not used, then it will be necessary to reconcile each fund raising event (auction, product sales, and tickets) separately. It will be necessary to have a separate cash change box for each event. The Cash Tally Sheet must be used to count all the money (see the forms section at the end of this manual). The money should be reconciled and a separate deposit slip made for each event. For product sales the proceeds would be checked against the units sold. The funds from each event should be put in a separate bank deposit bag and given to the school financial secretary, school administrator, or put in the bank's night deposit drop.

Cash Registers

If cash registers are used, the money in the till must be matched against the cash register tape (see the forms section at the end of this manual). Each activity subtotaled by the cash register must be reconciled back to the event. For product sales, where practical, the units sold times their price should match the cash register subtotal. The same is true for ticket sales. All reconciliations must be attached to the Cash Reconciliation for Cash Registers form.

After the proceeds have been counted, the deposit slip, signed Cash Tally Sheet, and the money should be put in a bank deposit bag. If it cannot be given to the school financial secretary immediately, the bank bag should be put in the school safe or bank's night deposit drop.

Booster Club

Financial Records Maintained by Club

INTRODUCTION

The guidelines in this manual are for those booster clubs who are authorized to maintain their own financial records. This manual assumes that no PC software like Quicken or Quickbooks will be used. If PC software is used it is important to follow the guidelines in this manual except for the report and record formats. The information in this manual should be used to help educate booster club officers regarding their financial responsibility. The manual will explain the rules, procedures and guidelines to be followed for sound financial management. The entire booster Board of Directors and school administrator are responsible for the financial well-being of their club. **BOOSTER CLUBS SHOULD BEGIN EACH YEAR WITH SPECIFIC GOALS IN MIND BEFORE DETERMINING THE DOLLAR AMOUNT NEEDED IN FUND RAISING EVENTS.**

FORMATION OF A PARENT GROUP OR BOOSTER CLUB

1. Meet with the school administrator to discuss the organization of the group or club and obtain approval to proceed with organization.
2. Obtain all necessary forms, instructions, policies and guidelines pertaining to the development or organization of parent groups, or booster clubs from the school administrator.
3. Develop a Constitution (see sample constitution in the forms section) which states:
 - The group or club purpose
 - Qualifications for membership
 - Officers of the group or club
 - Duties and terms of officers
 - Time and place of regular meetings and conditions for calling special meetings
 - Method of amending constitution
 - An effective date
4. Submit the Constitution to the school administrator for approval.
5. Develop and submit a budget to the school administrator.
6. Comply with all sections of board policy, rules and regulations and procedures.

IT IS THE CLUB'S RESPONSIBILITY TO OBTAIN AN ANNUAL AUDIT AND REPORT BACK AT LEAST ANNUALLY TO THE CLUB MEMBERSHIP FOR BOOSTER ACCOUNTS. BOOSTER ACCOUNTS MUST BE AVAILABLE FOR PUBLIC INSPECTION UPON REQUEST.

BOARD OF DIRECTORS

Members of the Board of Directors of booster clubs have the responsibility to ensure the organization procedures and operating practices are fiscally, financially and legally sound. As a member of the Board of Directors, each individual is required to assure the organization's membership that the organization is operating in conformance with all the rules, regulations, laws, ordinances and statutes that govern the organization. As a board member, an individual is legally obligated to be prudent and reasonable in conducting himself to help preserve and protect the organization. If board members fail to exercise prudent and reasonable judgment, they leave themselves open to criticism and to potential personal liability for financial losses or mismanagement that occurs during their term as members of the Board of Directors. A board member must actively participate in the management of the organization including attending meetings, evaluating reports and reading minutes. Any signs of conflict of interest should be avoided. If a conflict arises, it should be reported immediately. The board member may be required to prove that the transaction is fair, reasonable and in the best interest of the organization.

Board of Directors Financial Checklist

- ✓ Budget has been approved.
- ✓ Treasurer handles all funds.
- ✓ A blank check is never signed.
- ✓ All checks are required to have two signatures.
- ✓ Funds are always deposited into the authorized bank account.
- ✓ Funds are always kept separate from personal funds or school funds.

- ✓ Two people count the money and provide the treasurer with a signed proceeds receipt.
- ✓ Sales slips, receipts or invoices are provided for all expenditures.
- ✓ A Check Request Form is required to receive reimbursement.
- ✓ The monthly bank statement is opened, reviewed, initialed, and dated by the president before it is reconciled by the treasurer.
- ✓ The monthly bank statement is reconciled immediately by the treasurer.
- ✓ A written quarterly financial report is provided by the treasurer.
- ✓ A June 30 year-end financial report is completed by the treasurer and presented to the principal by July 31.
- ✓ An annual audit is conducted and presented to the principal by July 31.

DUTIES OF THE TREASURER

The treasurer is the authorized custodian, elected by the members, to have charge of the funds of the Booster Club unit. Every dollar that comes in to the Booster Club must, at some time, pass through the hands of the treasurer. The treasurer does more than deposit money and write checks. Being the treasurer requires that you are diligent and knowledgeable of your Booster Club's financial status and conscientious in ensuring that all money is received and spent within the rules set by your bylaws and budget. The treasurer is a key member of the Board of Directors.

The treasurer has the responsibility to ensure that all funds, generated by booster club activities are accounted for and that a record of each transaction is kept. All disbursements must be recorded in the Check Register and all receipts must be recorded on the Receipt Register. All transactions recorded in these registers must be documented. The documentation may be a "Check Request" with backup or "Event Proceed" form which has been verified. Other records, which include checkbook, bank statement, meeting minutes and any other written documents used to record booster club activity, must be saved. These records should be reviewed and audited periodically to help ensure all booster club activity is recorded properly and financial controls are in place. Permanent storage and an appropriate filing system must be maintained.

The treasurer shall:

- Maintain records of all the money that comes through the Booster Club. The funds, as well as the books and record keeping materials, belong to the Booster Club and must be available upon request.
- Make a budget (with the aid of the budget committee).
- Receive all funds for the Booster Club.
- Promptly deposit all funds into the Booster Club's bank account.
- Disburse funds, **by check only**, as authorized by the president in accordance with the approved budget.
- Never compensate a school/district employee directly from booster funds. All employee compensation must be processed through the District Payroll or Accounts Payable Department as established by the district published rates. Employees should not be paid more than the published rates because it would create inequity between schools. As a public entity the District is required to report all salary sources received by employees while acting on behalf of the District.

- Give regular financial reports (including income and expenditures) to the Board of Directors and the membership.
- Set up accounting procedures.
- Determine which forms to use to make record keeping easier.
- Co-sign all checks. All checks must have two signatures.
- Present the June 30 annual financial report to the principal by July 31.
- See that an annual audit is conducted and presented to the principal by July 31.
- Set up and maintain a 3-year file.
- File the permanent financial records at the end of the fiscal year.

Check Register									
Sample									
Month:									
Date	Check #	Clr	Categories						Total
		Bank	Misc Supplies	Fund Raiser 1	Fund Raiser 2	Fund Raiser 3	Trip 1	Trip 2	
9/3/2001	1200		50.00						50.00
9/3/2001	1201			45.00					45.00
9/10/2001	1202					50.00			50.00
9/11/2001	1203					10.00			10.00
9/15/2001	1204						100.00		100.00
9/15/2001	1205						500.00		500.00
9/20/2001	1206							50.00	50.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
Total			50.00	45.00	0.00	60.00	600.00	50.00	805.00

- Turn over all financial records to the new treasurer.

Check Register - All disbursement activity must be recorded on a check register. As checks are written they should be recorded in the check register. There can be a separate page for each month or multiple months can be recorded on one page. The treasurer at the end of the month should total the categories for all pages. This information will be used in the monthly Treasurer's Report.

Receipt Register

All receipts and deposits must be recorded in the receipt register. Normally the Event Proceeds form will serve as the backup for all fundraisers. When cash is involved it is the treasurer's responsibility to ensure adequate controls are in place. The treasurer at the end of the month should total the categories for all pages. These totals will be used in the monthly Treasurer's Report.

Deposit Register									
Sample									
Month:									
Date	deposit #	Clr	Categories				Total		
		Bank	Fund Raiser 1	Fund Raiser 2	Fund Raiser 3	Donations	Magazine Dr		
9/3/2001	1		50.00						50.00
9/3/2001	2		200.00	45.00					245.00
9/10/2001	3				500.00	50.00			550.00
9/11/2001	4					10.00			10.00
9/15/2001	5						50.00		50.00
9/15/2001	6						10.00		10.00
9/20/2001	7								0.00
									0.00
									0.00
									0.00
									0.00
Total			250.00	45.00	500.00	60.00	60.00	0.00	915.00

BUDGET

The budget, as adopted by the membership of the Booster Club, serves as a financial guide for the year. The budget must cover the fiscal year beginning July 1 thru June 30. This will coincide with the school's fiscal year. One of the duties of the Board of Directors is to prepare, and submit for adoption, a budget for the new year. The actual work involved in preparing a budget will be done by the budget committee. The members of the budget committee are the president, treasurer and other board members or members from the general membership either elected or appointed by the president.

This committee, under the chairmanship of the treasurer, prepares a proposed budget and suggested plans for raising the necessary funds to the Board of Directors for approval. Once the budget is approved by the Board of Directors, it should be presented to the membership for adoption at the first general meeting.

Developing a Budget

Procedures to follow in building a budget are:

- Prior to the new year, meet with the Board of Directors to review or decide upon the goals of your booster club. Decide which programs, projects and activities the club would like to undertake to achieve these goals.
- Determine the cost and possible revenue for each of the programs, projects and activities.
- Study past financial records to help determine costs and revenue.
- Use the Proposed Budget Worksheet to help create the budget for the new year (see page 23).
- Obtain approval of the budget from club members and the Board of Directors by July 31st of each year.

Amending the Budget

It may become necessary to change or amend the budget because the budget is an estimate or approximation. The budget should be flexible enough to meet the changing needs of the booster club. When there are substantial

changes in the expenses or revenue, the budget should be amended by a vote of the booster club Board of Directors.

Proposed Budget Worksheet					
For Fiscal Year 07/01/2001 to 06/30/2002					
* Cash Balance Carried Forward From Prior Year					\$500.00
Receipts:		Previous Year	Previous Year	New Proposed	
		Budget	Actual	Budget	
Fund Raiser 1		400.00	450.00	500.00	
Fund Raiser 2		200.00	300.00	300.00	
Fund Raiser 3		950.00	975.00	1000.00	
Donations		5.00	10.00	10.00	
Magazine Dr		75.00	45.00	50.00	
Total		1630.00	1780.00	1860.00	
Expenditures:					
Fund Raiser 1		75.00	100.00	100.00	
Fund Raiser 2		45.00	47.00	50.00	
Fund Raiser 3		50.00	50.00	50.00	
Misc Supplies		20.00	35.00	45.00	
Trip 1		400.00	450.00	550.00	
Trip 2		200.00	200.00	200.00	
Total		790.00	882.00	995.00	
Net Proceeds From Operation		840.00	898.00	865.00	
* Cash Balance Carried Forward To Next Year					\$1,365.00
* Cash balances include checking and all saving accounts					

Budget Vs Actual Comparison

Periodically the treasurer is responsible to prepare a Budget Vs Actual Comparison report. This should be reviewed by the Club board and periodically presented to the club membership. See page 24 for a copy of the budget vs. actual report (Treasurer's Report).

Treasurer's Report

DATE: 9/28/2001

Period Covered: 7/01/2001 to 09/30/2001

* Beginning Cash Balance	7/1/2001		\$500.00	
		Budget	Actuals	Variance
Income:				
Fund Raiser 1		500.00	250.00	250.00
Fund Raiser 2		300.00	45.00	255.00
Fund Raiser 3		1000.00	500.00	500.00
Donations		10.00	60.00	-50.00
Magazine Dr		50.00	60.00	-10.00
Total		1860.00	915.00	945.00
Expenditures:				
Fund Raiser 1		100.00	45.00	55.00
Fund Raiser 2		50.00	0.00	50.00
Fund Raiser 3		50.00	60.00	-10.00
Misc Supplies		45.00	50.00	-5.00
Trip 1		550.00	600.00	-50.00
Trip 2		200.00	50.00	150.00
Total		995.00	805.00	190.00
Net Proceeds from Operation		865.00	110.00	755.00
* Ending Cash Balance	9/30/2001		<u>\$610.00</u>	

* Cash balances include checking and all saving accounts

AUDIT

Why is an audit necessary?

An audit is an examination of the financial records of the Booster Club. It assures that all income and expenditures are accounted for and that they are in accordance with the budget and goals for the year. It also verifies that the bank balance and balance in the ledger are the same. The audit is to protect the Booster Club officers and the organization.

When is an audit conducted?

An audit should be conducted:

- At the end of the fiscal year
- When there is a change in the treasurer
- When there is a change in any officer who signs Booster Club checks

Who conducts the audit?

An audit may be conducted by an auditor, or an auditing committee comprised of at least two (2) members of the Booster Club. They should not be officers who are signers on the checking account. They also should not be

related to those officers who are signers on the account nor should they be related to each other. The auditor or auditing committee is appointed by the executive committee before the close of the fiscal year.

What is needed for the audit?

There are specific things that are needed to conduct an audit. They are:

- a copy of the last audit report
- current checkbook and canceled checks
- copy of the budget and amendments to budget
- copy of the treasurer's report for the year
- bank statements and deposit receipts
- unit's ledger or record of transactions
- itemized statements and receipts of bills paid by the Booster Club
- check request forms
- funds received forms
- copies of board/executive committee meeting minutes
- current bylaws and standing rules, if any
- other information as requested by the auditor or auditing committee

What is the audit procedure?

The audit begins with the records where the last audit was completed. The audit should reconcile the balance on hand from the last audit to the balance on hand to the current audit. All financial records should be reviewed. At the conclusion of the audit, the auditors must sign the report and present it to the Board of Directors. A report must also be submitted by the auditor/audit committee in the event that there are not adequate records available to conduct a proper audit of the club's funds. All audit reports must include an assessment of the records that were audited and a copy of the questions.

RULES FOR SOUND FINANCIAL MANAGEMENT

Always remember these simple DO's and DON'Ts for sound financial management.

DO's

- Save records for three years. (Minutes, financial statements, budgets, bank statements, check request forms, receipt register, check register, returned checks, original receipts) Keep these in a safe place at the school.
- Always pay with a check.
- Always have a receipt and a check request form to reimburse.
- Have the bank statement addressed to the president. The president should open, review, initial, and date the statement before giving it to the treasurer.
- Meet with the outgoing treasurer to go over the books.
- Raise money for a purpose and spend it for that purpose.
- Prepare a financial statement for each executive, board and general meeting.
- Have books audited at close of fiscal year by an auditor or an audit committee.
- Use funds wisely. Remember that all persons signing on a booster club bank account are liable for the use or misuse of those funds.

DON'Ts

- Never give a blank check with signatures.
- Never have petty cash. This does not include change in a cash box needed for a fund raising event.
- Don't compete with businesses in your area on fund raising projects.
- Don't accept financial records without having them audited.
- Don't deposit Club funds in a personal account.
- Don't take Booster Club funds home overnight.
- Don't co-mingle funds with school or personal funds.
- Never have an ATM card for the Booster Club checking account.
- Never have a Booster Club credit card.
- Never compensate a school/district employee directly from booster funds. All employee compensation must be processed through the District Payroll or Accounts Payable Department as established by the district published rates. Employees should not be paid more than the published rates because it would create inequity between schools. As a public entity the District is required to report all salary sources received by employees while acting on behalf of the District.

FORMS

SAMPLE CONSTITUTION FORM

Article 1 - Name

The name of this private organization shall be the

Article II - Purpose

This club has been established for the purpose of promoting, supporting, and improving

(Sport or Activity)

Article III - Objective

This club will conduct itself in a manner which is free from racial discrimination and which provides equal opportunity and treatment for all members regardless of race, color, religion, sex or national origin.

Article IV - Membership

Membership is open to all persons regardless of race, sex, religion or national origin interested in furthering the purpose of the club. There shall be two categories of membership: Regular and Honorary.

A. Regular Members

Regular members are parents, guardians, or individuals who support the purpose of the club. Regular members shall pay dues or fees, have the right to vote, and have the right to hold a club office.

B. Honorary Members

Honorary Members are those individuals selected by the executive board of the club who have helped the club or displayed a profound interest in its purpose.

Honorary members shall not pay dues, vote or hold elective office.

Article V - Finances

- A. Income
 - 1. Income shall be primarily derived from the collection of dues, donations, or from ways and means projects.
 - 2. Any changes in dues or fees recommended by the executive board must be approved by a majority vote of the regular membership.
- B. Annual Accounting Audit

An annual accounting audit shall be conducted and submitted to the school administrator.

Article VI - Meetings

- A. Executive Board
The executive board shall meet at least _____.
The exact date and location to be determined by the executive board. This meeting should be held prior to the date of any regular membership meeting.
- B. General Membership
The general membership shall meet at least _____.
The exact date and location shall be determined by the executive board.
- C. Special Meetings
Special meetings of the membership may be called when deemed necessary by the president or by petition by the general membership.
- D. Minutes
Minutes of each meeting shall be recorded by the club secretary. These minutes shall be distributed to the general membership.

Article VII - Elections

- A. Term
- An election of officers shall be conducted once a year. This election shall be conducted in _____ with the term of office running from _____ to _____.
(Month) (Date) (Date)
- B. Nominations
1. A nominating committee consisting of members shall be appointed by the executive board.
 2. The committee shall elect its own chairperson.
 3. The committee shall present a slate of at least one, but preferably two or more candidates for each office.
 4. Nominations may be made from the floor with the consent of the nominee.

C. Voting

The nominating committee shall be responsible for the preparation, distribution, collection, and counting of ballots, recording and reporting the results to the club president.

D. Vacancies

1. A vacancy in the office of president shall be filled by the vice president.
2. Vacancies in other offices shall be filled by appointments by the executive board.

Article VIII - Officers

A. Elected Officers

The elected officers shall be: the president, the vice president, secretary, treasurer and members of the executive board.

B. Appointed Officers

The president with the approval of the executive board shall select appointed Officers. Such positions may be temporary or concurrent with the terms of the executive board.

C. School Administrator

The school administrator shall be a voting member of the executive board.

Article IX - Executive Board

The executive board shall be the governing body of the club. Elected officers shall be voting members of the board. Appointed officers shall be non-voting members of the board. All business conducted by the board shall be by vote of the majority of the voting members present.

Article X - Amendments

This constitution may be amended or revised by a two-thirds majority of the regular members present at a regular or special membership meeting.

Amendments

Amendments or changes to the constitution of the _____
(club/group)

shall require a vote of the general membership and a two-thirds majority vote for ratification by such members.

[illegible]

[illegible]

Proposed Budget Worksheet
For Fiscal Year _____

***Cash Balance Carried Forward From Prior Year**

	Previous Year	Previous Year Actual	New Proposed
Receipts:			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total	_____	_____	_____
Expenditures:			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total	_____	_____	_____
Net Proceeds From Operation	_____	_____	_____

***Cash Balance Carried Forward To Next Year**

***Cash balances include checking and all saving accounts**

Treasurer's Report

Date: _____

Period Covered: _____

*Beginning Cash Balance _____

Income:	Budget	Actuals	Variance
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total	_____	_____	_____
Expenditures:			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total	_____	_____	_____
Net Proceeds From Operation	_____	_____	_____
*Ending Cash Balance _____		=====	

*Cash balances include checking and all saving accounts

Check Reimbursement Request Form

Paid by Check No. _____

Date of Check _____

Date _____

Amount: \$ _____

Pay to: _____

City *State* *Zip*

For: _____

Signature: _____

Person requesting check

Approval: _____

President

Approval: _____

Treasure

Attach receipt and/or canceled check here:

Beginning Cash Box

Date: _____

Function: _____

Cash Box _____

Coin:

_____	X	\$0.01	=	\$	_____
_____	X	\$0.05	=	\$	_____
_____	X	\$0.10	=	\$	_____
_____	X	\$0.25	=	\$	_____
_____	X	\$0.50	=	\$	_____
Total Coins					_____

Currency:

_____	X	\$1	=	\$	_____
_____	X	\$2	=	\$	_____
_____	X	\$5	=	\$	_____
_____	X	\$10	=	\$	_____
_____	X	\$20	=	\$	_____
Total Currency					_____

Beg. Cash Box Total _____

Signatures:

Rec'd by: _____

Rec'd by: _____

Beginning Cash Box

Date: _____

Function: _____

Cash Box _____

Coin:

_____	X	\$0.01	=	\$	_____
_____	X	\$0.05	=	\$	_____
_____	X	\$0.10	=	\$	_____
_____	X	\$0.25	=	\$	_____
_____	X	\$0.50	=	\$	_____
Total Coins					_____

Currency:

_____	X	\$1	=	\$	_____
_____	X	\$2	=	\$	_____
_____	X	\$5	=	\$	_____
_____	X	\$10	=	\$	_____
_____	X	\$20	=	\$	_____
Total Currency					_____

Beg. Cash Box Total _____

Signatures:

Rec'd by: _____

Rec'd by: _____

Event Proceeds

Date: _____

Function: _____

Coin:

_____	X	\$0.01	= \$	_____
_____	X	\$0.05	= \$	_____
_____	X	\$0.10	= \$	_____
_____	X	\$0.25	= \$	_____
_____	X	\$0.50	= \$	_____
Total Coins				_____

Currency:

_____	X	\$1	= \$	_____
_____	X	\$2	= \$	_____
_____	X	\$5	= \$	_____
_____	X	\$10	= \$	_____
_____	X	\$20	= \$	_____
Total Currency				_____

Checks _____

Total Cash & Checks _____

* Less Beg. Cash Box _____

Net Proceeds _____

Signature

Signature

* This amount remains in cash box
until event is competed.

Event Proceeds

Date: _____

Function: _____

Coin:

_____	X	\$0.01	= \$	_____
_____	X	\$0.05	= \$	_____
_____	X	\$0.10	= \$	_____
_____	X	\$0.25	= \$	_____
_____	X	\$0.50	= \$	_____
Total Coins				_____

Currency:

_____	X	\$1	= \$	_____
_____	X	\$2	= \$	_____
_____	X	\$5	= \$	_____
_____	X	\$10	= \$	_____
_____	X	\$20	= \$	_____
Total Currency				_____

Checks _____

Total Cash & Checks _____

* Less Beg. Cash Box _____

Net Proceeds _____

Signature

Signature

* This amount remains in cash box
until event is competed.

Fund Raiser Approval

School Year _____

School _____

Organization _____

Advisor/Coach _____

Describe the fund raising activity purpose:

Total amount needed: \$_____

List the fund raising activities:

Activity	Date	Projected Adm. Revenue	Approval
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Under Utah law, it is illegal to operate a scheme where a person gives something of value in order to obtain a chance to win something of value. A raffle or lottery, which requires the purchase of a ticket without requiring the purchase of a product, is illegal. All appearances of a raffle or lottery must be avoided. (Utah Criminal Code 76-10-11-01, 76-10-1102)

I understand that I must provide, to school administration, an accounting concerning all receipt of funds and provide reconciliation after the event. I also understand that all fund raisers must have administrative approval before it is initiated and any contracts are signed.

Signature _____

Date _____

Fund Raiser Reconciliations

At the end of each fund raiser, the reconciliation must be completed and sent to school administration to be reviewed and attached to the fund raiser request form. Fund raisers can involve ticket, coupon, product and service sales. Each will require a different reconciliation form be used. Listed below is a brief description of each type of sale and reconciliation necessary.

Ticket Sales

Any time tickets are used; they should be pre-numbered. A record must be kept of all tickets issued and used. Upon completion of the event, the ticket sales reconciliation form should be used. (See attached.)

Coupon Sales

If the coupons or coupon books are sold and are numbered the ticket sales reconciliation form can be used. If not, the product sales reconciliation form should be used. It is important that a record be kept of whom and how many coupons or coupon books were issued to. (See attached forms.)

Product Sales

Product sales involving a limited number of products should use the product sales reconciliation form. It will be important to count the beginning and ending inventory. For product sales involving many products (concession, bake sales, etc.) the service sales reconciliation form should be used. (See attached forms).

Service Sales

Service sales involve providing labor effort only. Examples are car washes, lawn care, waiter services, etc. The service sales reconciliation form should be used in these instances. (See attached.)

Ticket Sales Reconciliation Worksheet

Organization _____

Date _____

Ticket Sales

Last Number Sold	_____
Minus First Number Sold	- _____
Difference	_____
Add 1 to the difference	+ _____
Total Tickets Sold	_____

Sales

Admission Price of Ticket	_____
Sales (Tickets Sold X Admission Price)	_____

Total Cash Proceeds from Event	_____
--------------------------------	-------

Variance (Sales minus Cash Proceeds)	_____
--------------------------------------	-------

Reason for Variance

Signature

Signature

Date

Product Sales Reconciliation Worksheet

Product _____

Date _____

Inventory

Beginning Inventory Issued (# of Units)

Minus Ending Inventory (# of Units)

- _____

Product Sales (# of Units)

Unit Price

X

Total Revenue

Sales

Total Receipts

Variance (Total Revenue minus Total Receipts)

Reason for Variance

Signature

Signature

Date

Inventory Tracking Sheet

[illegible]

Service Sales Reconciliation Worksheet

Organization _____

Describe the service rendered to raise funds:

Describe the receipting and deposit process:

Signature

Signature

Date

Card/Packet Reconciliation

Date _____

Sales Price per unit _____

[illegible]

Card/Packet Reconciliation

Date_____

Sales Price per unit _____

Total Cards received from vendor: _____

Less Total Cards returned from students: _____

Less _____:

Total Cards sold: _____

Unit Sales Price: _____

Total Sales: _____

Total Money Received: _____

Variance: _____

Reason for variance:

Signature: _____

Date:_____

Cash Reconciliation for Cash Registers

Event _____ Date _____

Workstation _____ Workstation Personnel _____

Beg Cash box Amount _____ Received by Initials _____

Cash Tally Sheet	
Checks	
\$100.00	
\$50.00	
\$20.00	
\$10.00	
\$5.00	
\$1.00	
\$0.50	
\$0.25	
\$0.10	
\$0.05	
\$0.01	
Other	
Other	
Total	
Less beginning Cash Box	
Total Event Proceeds	
Signature	
Signature	

Proceeds Reconciliation	
Total Cash Register Tape	
Total Event Proceeds	
Variance	
Reason for Variance	
Adm Signature	
Date	

Instructions:

1. Event cash reconciliation form must be completed for each workstation.
2. Count the event proceeds.
3. Subtract the beginning cash box amount to obtain the total event proceeds.
4. Record the cash register total in the proceeds reconciliation section.
5. Record the total event proceeds in the proceeds reconciliation section and calculate the variance.
6. Those counting the cash must sign the Cash Tally Sheet section.
7. An administrator must review and sign the form.
8. Attach the cash register tape to the form.

Sample Audit Report

Name of Club _____ Date _____

Books:

Balance on Hand (date of last audit) é é é é é é é é é é é é é é é é é é \$ _____

Receipts (from last audit to date of audit) é é é é é é é é é é é é é é é é é é \$ _____

Disbursements (from last audit to date of audit) é é é é é é é é é é é é é é é é é é . \$ _____

Balance on Hand (date of audit) é é é é é é é é é é é é é é é é é é é \$ _____

Bank Statements:

Checks Outstanding:

Check Number

Payee

Amount

Total Checks Outstanding é \$ _____

Balance in Checking Account é é é é é é é é é é é é é é é é é é é .. \$ _____

Adjusted Bank Balance as of (date) _____ é é é é é é é é é é é .. \$ _____

Date of Audit: _____

We have examined the books of the treasure of the _____ and find them to be
(please choose one of the following to complete the sentence)

- Correct
- Incomplete
- Substantially correct with the following adjustments:

- Incorrect

Date Audit Completed: _____

Auditor's Signatures _____

*Guidelines & Questions below must be attached to this audit report.

***Guidelines & Questions on Conducting an Audit**

Cash Receipts

Yes No

- | | | |
|--|-------|-------|
| 1. Are records maintained of all receipt books and other numbered forms used in acknowledging the receipt of cash? | _____ | _____ |
| 2. Are all copies of voided receipts retained? | _____ | _____ |
| 3. Are issuances of receipt books, listing sheets, and temporary books to individuals and activities properly recorded & controlled? | _____ | _____ |
| 4. Is cash turned in by individuals and activities identified with the receipts acknowledging initial receipt of the moneys? | _____ | _____ |
| 5. Are all cash receipts recorded promptly when received? | _____ | _____ |
| 6. Are details as to the number of items receipted and the unit price per item included in the receipt? | _____ | _____ |
| 7. Are cash deposits made promptly, and are they intact? | _____ | _____ |
| 8. Are cash receipts from fund-raising activities turned in promptly? | _____ | _____ |

Cash Disbursements

- | | | |
|--|-------|-------|
| 1. Are cash balances reconciled with bank balances monthly, and are detailed items listed on bank statements recorded on the books? | _____ | _____ |
| 2. Are voided checks retained? | _____ | _____ |
| 3. Are expenditures properly approved? | _____ | _____ |
| 4. Are cash expenditures supported by a vendor's invoice, a notation indicating receipt of materials or services, and authenticated purchase orders if required? | _____ | _____ |
| 5. Are disbursements by check properly signed? | _____ | _____ |
| 6. Are authorized expenditures for which no disbursement has been made reviewed for current status? | _____ | _____ |
| 7. Does the booster club use unauthorized petty cash funds? | _____ | _____ |
| 8. Is the distribution of cash expenditures being correctly charged? | _____ | _____ |

Sales and Activities

- | | | |
|---|-------|-------|
| 1. Are revenue-producing activities in accordance with those approved by the school district? | _____ | _____ |
| 2. Are all activities properly approved by the school administrator or a designated representative? | _____ | _____ |
| 3. Are all records of sales such as receipt books and register tapes reconciled to the cashier's receipt for moneys received? | _____ | _____ |
| 4. Are complete minutes of club meetings prepared on a timely basis? | _____ | _____ |
| 5. Do the minutes properly reflect approval of sales and revenue producing activities? | _____ | _____ |

Compensation/IRS form W-2 1099

- | | | |
|---|-------|-------|
| 1. Did the Booster club reimburse the school for compensation paid through District payroll or accounts payable? | _____ | _____ |
| 2. Was W-2 or 1099 given to anyone one who receives compensation? | _____ | _____ |
| 3. Was a list provided to the internal audit department of anyone receiving compensation? (Compensation is not allowed to be paid directly from the booster club. A list must be provided to internal audit). | _____ | _____ |

Purchases

Yes No

- | | | |
|--|-------|-------|
| 1. Are items of purchase in accordance with the intentions of the club, and are they reflected in the minutes? | _____ | _____ |
| 2. Are club moneys spent to further the purposes of the club? | _____ | _____ |
| 3. Are approved purchase orders, whether voided or not, maintained numerically in a file? | _____ | _____ |
| 4. Are contractual obligations properly authorized? | _____ | _____ |
| 5. Is the purchase of equipment properly recorded? | _____ | _____ |
| 6. Are proper controls exercised to prevent expenditures in excess of funds? | _____ | _____ |
| 7. Are timely payments made on all purchases on account? | _____ | _____ |

Financial Statements

- | | | |
|--|-------|-------|
| 1. Are monthly reports of financial transactions of club accounts prepared and submitted to the club president and other appropriate officers? | _____ | _____ |
| 2. Are periodic financial statements of budgeted and actual revenues & expenditures prepared and submitted to appropriate offices? | _____ | _____ |
| 3. Is an annual budget adopted by the executive board? | _____ | _____ |
| 4. Is a formal balance sheet prepared at least at the end of the year? | _____ | _____ |

Reconciliations

- | | | |
|---|-------|-------|
| 1. Are bank accounts reconciled monthly? | _____ | _____ |
| 2. Are bank account reconciliations reviewed and approved by the President of the club? | _____ | _____ |

Petty Cash Reimbursement/Reconciliation Request

Date: _____

Petty Cash Fund Name: _____

Amount

Petty Cash Balance (Original Amount) _____

Receipts/Invoice On Hand	Account	Amount	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	_____

Less Total Disbursements _____

Net petty Cash _____

Petty Cash Reimbursement

Total Disbursements _____

Petty Cash Over/Short _____

Total Reimbursement _____

_____	_____	_____
Petty Cash Custodian	Approval	Date

Note: The reimbursement must bring the physical petty cash fund to the original amount