

BOOSTER CLUB HANDBOOK

(FINANCIAL RECORDS MAINTAINED BY THE CLUB)

Updated June 2009

INTRODUCTION

Booster Clubs are organized to help promote, support, and improve the extra curricular activities of the schools in Alpine School District. Each administrator is responsible for the booster clubs and parent groups in their school. Since the Booster Clubs also represent the school, it is necessary for them to follow the guidelines set forth in this procedure. It is important that school administration periodically meet with all Booster Clubs and Parent Groups to train and monitor their activity. Funds should never be co-mingled with school or personal funds. Personal checking accounts must not be used. All funds must be processed through the school or audited booster club books. Currently there are two financial record keeping environments allowed in the district. They are:

1. Clubs which maintain their own financial records
2. Clubs which financial records are maintained by the school

It is strongly advised that all booster clubs use the school to track their finances. School financial secretaries are trained and willing to provide this service for the booster clubs. If a booster club has extensive funds, which requires complicated tracking and unrealistic time commitments from a school financial secretary, an exception may be allowed to provide their own financial accounting. Even then, it is often difficult to find trained volunteers associated with the clubs who can follow the District rules, procedures and record keeping required in keeping individual control of funds. District bidding processes and purchase order guidelines shall be followed for any equipment purchases. Letters should be written to any group or individual who are not following district booster guidelines. If the booster club is setup as a 501c3 non-profit organization and the District has reason to believe the club is in violation of policies and procedures a complaint may be filed with the IRS to have the 501c3 status revoked.

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 Board of Directors and school administrator are responsible for the financial well-being of their club.

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. The District will be responsible to ensure all purchase guidelines are followed.

Fee waiver rules also apply in regards to student participation. See the District's procedure for more information regarding fee waivers.

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 pages 17-19) 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.

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 and internal auditor by July 31.
- ✓ An annual audit is conducted and presented to the principal and internal auditor 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 and District internal auditor by July 31.
- See that an annual audit is conducted and presented to the principal and District internal auditor by July 31.
- Set up and maintain a 3-year file located at the school
- File the permanent financial records at the end of the fiscal year at the school.
- Turn over all financial records to the new treasurer.

Check Register

All disbursement activity must be recorded on the check register (see page 20). 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.

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	
Total			50.00	45.00	0.00	60.00	600.00	50.00	0.00	805.00

Receipt Register

All receipts and deposits must be recorded in the receipt register (see page 21). 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	Fund Raiser			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	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.

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><u>\$610.00</u></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 (see page 39). All financial records should be reviewed. On pages 40-41 is a copy of the guideline and questions that must be answered during the audit. 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.

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 and mailed to the school. 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.

AUCTION PROCEDURES

Introduction

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 page 28). 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 with no purchase of a product required 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. Every effort should be made to safeguard cash, protect those who handle money, discourage theft, and use procedures that provide accountability.

It is recommended separate cash change boxes be used for each fund-raising activity or a central cashiering station be setup to receive all money. If separate cash change boxes are used, the cashiers must be responsible for receipting, reconciling and depositing their funds. 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 separately each fund-raising activity. The cash register tape would be the receipt and serve as the proof of payment. The banquet's sponsor should contact the school financial secretary to obtain the cash register and have it programmed.

Banquet or auction purchases or 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.

No item should be released to the buyer without showing proof of payment. All merchandise for sale should be in a secure area. After an auction it may be necessary to rope off the area to prevent unauthorized access to bid items.

The Cash Tally Sheet must be used to count all money. 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 bank's night deposit drop. The bank bag could then be picked up by the school's financial secretary the following work day. 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.

Standard Bid forms can be ordered from Alpine School District's print shop.

Live Auctions

1. A log should be kept with a participant's name and their assigned number if used. A copy should be given to the cashier receiving the money.
2. A Live Auction Bid Sheet should be created for each item in the auction. The Live Auction Bid Sheet should be three-part NCR form. The Live Auction Bid Sheet should include the item number, description, the winning bidder name and amount.
3. At the time the winning bid is made, the Live Auction Bid Sheet and the Bid Log need to record the winning bidder and the amount bid. Two copies of the Live Auction Bid Sheet should be given to the winning bidder to be taken to the financial secretary while the other copy will remain with the bid item. At the end of the auction the Bid Log should be given to the cashier.
4. The cashier should match the bid number or name on the Bid Log to the Live Auction Bid Sheet. The cashier should then take the duplicate bid sheets and mark one paid and return it to the bidder. The form of payment should be circled at the bottom of the Live Auction Bid Sheet. The other copy should be kept and used to reconcile the money. It is recommended where possible, a cash register be used and the cash register tape can act as the receipt of payment for the bidder.
5. The bid items should be released to the bidder upon receiving the Live Bid Sheet marked paid or a cash register tape. If multiple items appear on the cash register tape they should be checked off as the bidder receives his merchandise (auction items or product sales). No items should be given out without proof of payment.

Silent Auctions

1. Participants in a silent auction should be assigned a number. A log should be kept with each participant's name and their assigned number. A copy should be given to the cashier receiving the money.
2. A Silent Auction Bid Sheet should be created for each item in the auction. The Silent Auction Bid Sheets should include the item number, description, minimum bid, increment amount of bidding, bid number and amount. The first copy should remain with the item, the second and third be given to the winning bidder at the completion of the auction, to be take to the cashier to pay for the items.
3. Te cashier should match the bid number on the Bid Log to the Silent Auction Bid Sheet. The cashier should then take the duplicate Silent Auction Bid Sheets and mark one paid and return it to the bidder. The form of payment should be circled at the bottom of the Silent Auction Bid Sheet. The other copy should be kept and used to reconcile the money. It is recommended where possible, a cash register be used and the cash register tape can act as the receipt of payment for the bidder.
4. The bid items should be release to the bidder upon receiving the Silent Auction Bid Sheet marked paid or a cash register tape. If multiple items appear on the cash register tape they should be checked off as the bidder receives his merchandise (auction items or product sales). No items should be given out without proof of payment.

Product Sales

It is recommended that all product sales (clothing, concessions, etc.) be handled by the central station cashiers. The products should be secure to prevent unauthorized access.

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. The money should be reconciled and a separate deposit slip made for each event. See pages 29-34 for forms that can be used to reconcile the activity. When reconciling proceeds from auctions, the money would be matched against the Live or Silent Auctions Bid Sheets and the Bid Log. For product sales the proceeds would be checked against the units sold. The funds from each event should be put in a separate container bag and given to the school financial secretary or put in the banks, night deposit drop.

Cash Registers

If cash registers are used, the money in the till must be matched against the cash register tape. See page 35 for Cash Registers form. Each activity subtotaled by the cash register must be reconciled back to the event. For example the auction proceeds should match the totals added up on the Live or Silent Bid Sheets received. The cashier should also match all Live or Silent Bid Sheets to the bid logs to ensure all auction sales have been accounted for. 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, deposit slips created, funds reconciled, Cash Tally Sheet signed by the cashiers, 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 bank's night deposit drop. The school financial secretary can then pick up the bag the following work day and prepare the deposit.

FUND RAISING

Booster Clubs are organized to help promote, support and improve the extra curricular activities of the school. Much of the booster club responsibilities involve fund raising. Booster Clubs should begin each year with specific goals in mind before determining the dollar amount needed in fund raising events. 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 club or school without prior approval from the school administrator. Fund raisers should not put children at risk. Proper supervision is always necessary. All donations (grants, gifts, contributions, etc.) should be processed through the Alpine Foundation. The Foundation will provide a tax-deductible receipt for all donations.

When cash is involved in fund raising, it is the responsibility of the 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 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.

Fund raisers and concessions that meet the following conditions are non-taxable:

- The funds must be used to purchase equipment, material, or provide transportation.
- The activity must be in accordance with school and district policies. They 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.

CONCESSIONS

Concession sales are another activity that many booster clubs get involved in to try and raise money for the club. Concessions sales are taxable and must follow the Utah State Tax Commission's guidelines. Every effort should be made to not pay sales tax at the time supplies are bought for resale. The following guidelines should be followed for concession sales:

1. A separate school account should be set up to record concession activity if detail information is needed.
2. Periodically the concession account activity should be reviewed by the booster club board.
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 can be done through the school if necessary.
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. All concession proceeds must be deposited into the bank immediately after the event.
7. Volunteers purchasing supplies for resale should make every effort not to pay sales tax. If the volunteer uses his or her funds to purchase the supplies, they will be required to submit receipts when they wish to be reimbursed. The sales tax paid if any should not be subtracted from the reimbursement. It is preferred to have the supplies purchased by the school.
8. All proceeds from concession activity must be deposited daily. Cash purchases from concession proceeds must be noted on the Event Proceed reconciliation form. When possible concession proceeds should not be used to purchase more concession products for resale or used for any other activity. This activity should be run through the school accounting system separately. Running the cost thru the school accounting system will provide a better audit trail of proceeds and product cost.

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.

Check Register

Month:

Date	Check # Clr Bank	Categories	Total
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Total

Deposit Register

Month:

Date	Deposit #	Clr Bank	Categories	Total
------	-----------	----------	------------	-------

Total

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 Request

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 with no purchase or a product required 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 an accounting with school administration concerning all receipt of funds and provide a reconciliation after the event. I also understand that all fund raisers must have administrative approval before any contracts are signed or the fund raiser initiated.

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 use; 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

Organization _____

Date _____

Inventory

Beginning Product Inventory (# of Units) _____

Minus Ending Product 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

This form must be used for all product sales or other fund raising activities that do not involve issuing pre-numbered tickets or providing a service.

Service Sales Reconciliation Worksheet

Organization _____

Describe the service render to raise funds:

Describe the receipting and deposit process:

Signature

Signature

Date

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.

Live Auction Bid Sheet

Date: _____

Item #: _____

Item Description:

Winning Bidder: _____

Winning Bid #: _____

Winning Bid Amount: _____

-----**Circle One**-----

Paid by: Cash Check Credit Card

Audit Report

Name of Club _____ Date _____

Books:

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

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

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

Balance on Hand (date of audit)\$ _____

Bank Statements:

Checks Outstanding:

Check Number	Payee	Amount
--------------	-------	--------

Total Checks Outstanding\$ _____

Balance in Checking Account\$ _____

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

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 _____

*See attached questionnaire

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 received 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? | ___ | ___ |

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?