

**Stillwater Public Schools**  
Independent District No. 16, Payne County



**Mr. Uwe Gordon**  
Superintendent

**Dr. Janet Vinson**  
Acting Superintendent

**Mrs. Kristie Newby, MBA, CFE**  
Chief Financial Officer

**Sanctioning Accounts for SY24-25**

**November 2024 Board Meeting**

2024

APPLICATION FOR SANCTIONING
Due Annually on September 1

This is a request for sanctioning by the applicant to the Stillwater Board of Education, pursuant to which the funds collected by the applicant are exempt from the statutory controls over school activity funds. All fields are required.

Date Submitted: 9/23/2024 Select One: Initial Application [ ] Renewal [x]

Name of Sanctioned Organization: SHS Volleyball Booster Club

Official Mailing Address for the organization: PO Box 562, Stillwater, OK 74076

Organization's Taxpayer I.D. Number: 27-0477199

Organization President Name: Jessica Jeffrey Phone: 405-208-9174 Email: stillh2ovolleyball@gmail.com

Organization Treasurer Name: Jake Fahlenkamp Phone: 918-407-5166 Email: stwvolleyball.treasurer@gmail.com

Organization's Purpose, Goals, and the Benefit to District Students: Provide support and fundraising for use by SHS and SJHS Volleyball teams. Structure is to provide financial support as needed.

Organizations's Website and/or Social Media Accounts: www.stillwaterschools.com/volleyball www.facebook.com/stillwatervolleyball, www.instagram.com/stillwatervolleyball/

(All funds raised by the organization will be used to achieve the stated purpose and goals of the organization. No administrative fees or stipends to officers or others will be permitted. Any payments to coaches or employees must be approved by and paid through Stillwater Public Schools.)

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin, or disability.

Applicant acknowledges that the board of education has the discretion to sanction or decline the applicant, and the decision of the board of education is final and nonappealable. Applicant further acknowledges that (a) the board of education can, at any time, request the records maintained by the applicant, which the applicant will promptly make available, and (b) the board of education can, at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the board of education is final and nonappealable.

Applicant also acknowledges, that if requested by the board of education the organization will be required to submit financial and supporting documentation for an agreed upon procedure review to be performed by the school district's external auditor. This information must be submitted by the deadline established at the time of the request.

APPLICATION FOR SANCTIONING (Cont.)

Instructions for Completing Application:

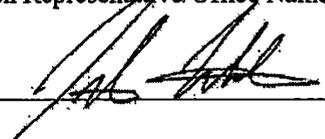
- 1. Read policies CFBB and CFBB-P and complete this application: the cash flow statement for the prior school year, the cash flow statement estimate for the future school year and the independent audit review certification. If necessary, use additional sheets of paper.
- 2. Attach twelve (12) months of bank statements and a reconciliation to the unaudited cash flow statement (bank statement credits and debits should match the cash flow summary collections and expenditures respectively, and be reconciled to the ending balance).
- 3. Sign and date this application and have the school faculty sponsor review and sign (required).
- 4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
- 5. Email or deliver the application and attachments to:

Chief Financial Officer  
 314 S. Lewis  
 Stillwater, OK 74074

- 6. Signing this form certifies that you agree to attend mandatory district training

Jake Fahlenkamp, Treasurer

Organization Representative/Office Name and Position (printed)

  
 \_\_\_\_\_  
 Signature

September 23, 2024

\_\_\_\_\_ Date

School Faculty Sponsor / Athletic Coach Name (printed)

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

**APPLICATION FOR SANCTIONING (Cont.)**

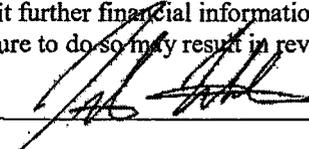
ORGANIZATION/ASSOCIATION  
**UNAUDITED CASH FLOW STATEMENT FOR PRIOR SCHOOL YEAR (ACTUALS JULY 1 – JUNE 30)**

Name of Organization/Association: Stillwater Volleyball Bopster Club

**FINANCIAL ACTIVITY FOR SCHOOL YEAR 23-24**

Beginning Cash Balance, July 1, <u>2023</u>		\$ 20,160.81
<b>Collections:</b>		
Fundraiser, Merchandise Sales, Etc.	\$ 7,879.34	
Donations	\$ 0	
Parent/Student Contributions	\$ 6,250.00	
Other (list):		
Morning Workouts and Camps	\$ 3,550	
Meals	\$ 5,791.26	
Rebates and Concessions	\$ 3,802.58	
<b>Total Collections</b>		<b>\$ 27,373.18</b>
<b>Expenditures:</b>		
Fundraising Expenses	\$ 0	
Other (list):		
Team Camp Wichita	\$ 5656.15	
Concessions	\$ 2048.55	
Tournaments Accommodations and Meals	\$ 2690.20	
Travel Meals	\$ 4294.32	
Admin and Equipment	\$ 1376.41	
Team Shirts and Team Experiences	\$ 2629.52	
Sr. Banquet and Awards and Pink Out	\$ 3476.61	
Camp Expenses	\$ 4604.80	
<b>Total Expenditures</b>		<b>\$ 21,120.41</b>
<b>Ending Cash Balance, June 30, <u>2024</u></b>		<b>\$ 18,135.47</b>

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2023-2024 school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Stillwater Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the board of education, and the failure to do so may result in revocation of the board's sanctioning approval.

Representative/Officer:  Date: 9/23/2024

Title: Treasurer

Received and reviewed by Chief Financial Officer:

Name/Title: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION FOR SANCTIONING (Cont.)**

ORGANIZATION/ASSOCIATION  
**UNAUDITED CASH FLOW STATEMENT FOR UPCOMING SCHOOL YEAR (JULY 1 – JUNE 30)**

Name of Organization/Association: Stillwater Volleyball Booster Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR 24-25

Beginning Cash Balance, July 1, 2024 \$ 18,135.47

Collections:

Fundraiser, Merchandise Sales, Etc.	\$ <u>9,000</u>	
Donations	\$ _____	
Parent/Student Contributions	\$ <u>4,000</u>	
Other (list):		
Travel Meals and Banquet Meals	\$ <u>6,050</u>	
Concessions	\$ <u>4,000</u>	
Pictures and Signs	\$ <u>2,200</u>	

Total Collections \$ 25,250

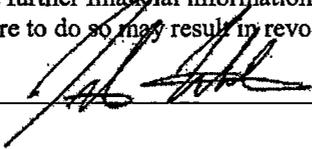
Expenditures:

Fundraising Expenses	\$ _____	
Other (list):		
Concessions	\$ <u>2,000</u>	
Camps	\$ <u>7,700</u>	
Tournaments	\$ <u>5,000</u>	
Travel Meals	\$ <u>5,000</u>	
Pictures and Signs	\$ <u>3,000</u>	
Team Shirts and Team Experiences	\$ <u>6,000</u>	
Sr. Banquet, Sr. Night, and Pink Out	\$ <u>6,175</u>	
Admin and Equipment	\$ <u>4,000</u>	

Total Expenditures \$ 38,875

Ending Cash Balance, June 30, 2025 \$ 4,510.47

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2024-2025 school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Stillwater Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the board of education, and the failure to do so may result in revocation of the board's sanctioning approval.

Representative/Officer:  Date: 9/23/2024

Title: Treasurer

Received and reviewed by Chief Financial Officer:

Name/Title: \_\_\_\_\_ Date: \_\_\_\_\_

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION  
INDEPENDENT REVIEW CERTIFICATION

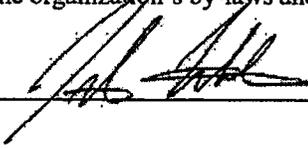
This form certifies that an internal audit committee, that is comprised of individuals who are independent from the club officers, conducted an annual audit of the club's financial records for the year ended. A minimum of two individuals performed this audit. The audit committee should be familiar with board policies CFBB and CFBB-P and should consider recommended internal controls for sanctioned organizations.

At a minimum, an audit consists of reviewing 12 months of bank statements for the organization and confirming that they reconcile to the Unaudited Cash Flow Statement submitted as part of the annual application for sanctioning.

Signing this independent review certification also indicates that all expenditures followed the requirements in board policy CFBB with particular attention to the requirement that,

- All funds raised by the organization will be used to achieve the stated purposes and goals of the organization. No administrative fees or stipends to officers or others will be permitted. Any payments to coaches or employees must be approved by and paid through Stillwater Public Schools.

To the best of their knowledge and belief, the internal audit committee of the above-named organization/association certifies that the financial activity of the organization for the 2023-2024 school year was in accordance with board policy, reconciles to the submitted unaudited cash flow statement, and all financial transaction were made in accordance with the organization's by-laws and procedures. (A minimum of two signatures required.)

Representative:  Date: 9/23/2024

Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION FOR SANCTIONING  
Due Annually on September 1**

This is a request for sanctioning by the applicant to the Stillwater Board of Education, pursuant to which the funds collected by the applicant are exempt from the statutory controls over school activity funds. All fields are required.

Date Submitted: 9/6/2024 Select One: Initial Application  Renewal

Name of Sanctioned Organization: Stillwater HS Swim Booster Club

Official Mailing Address for the organization: 314 S Lewis St. Stillwater, OK 74074

Organization's Taxpayer I.D. Number: 14-1917360

**Organization President**  
Name: Jeanette Mendez  
Phone: 405-714-3561  
Email: jeanettemendez@yahoo.com

**Organization Treasurer**  
Name: Greta Sisneros  
Phone: 303-562-8042  
Email: gertjos@hotmail.com

Organization's Purpose, Goals, and the Benefit to District Students: To provide financial support for Stillwater High School Swim Teams

Organizations's Website and/or Social Media Accounts: <https://www.facebook.com/SwimmingSHS/>

(All funds raised by the organization will be used to achieve the stated purpose and goals of the organization. No administrative fees or stipends to officers or others will be permitted. Any payments to coaches or employees must be approved by and paid through Stillwater Public Schools.)

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin, or disability.

Applicant acknowledges that the board of education has the discretion to sanction or decline the applicant, and the decision of the board of education is final and nonappealable. Applicant further acknowledges that (a) the board of education can, at any time, request the records maintained by the applicant, which the applicant will promptly make available, and (b) the board of education can, at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the board of education is final and nonappealable.

Applicant also acknowledges, that if requested by the board of education the organization will be required to submit financial and supporting documentation for an agreed upon procedure review to be performed by the school district's external auditor. This information must be submitted by the deadline established at the time of the request.

**APPLICATION FOR SANCTIONING (Cont.)**

Instructions for Completing Application:

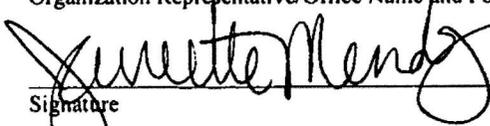
1. Read policies CFBB and CFBB-P and complete this application: the cash flow statement for the prior school year, the cash flow statement estimate for the future school year and the independent audit review certification. If necessary, use additional sheets of paper.
2. Attach twelve (12) months of bank statements and a reconciliation to the unaudited cash flow statement (bank statement credits and debits should match the cash flow summary collections and expenditures respectively, and be reconciled to the ending balance).
3. Sign and date this application and have the school faculty sponsor review and sign (required).
4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
5. Email or deliver the application and attachments to:

Chief Financial Officer  
314 S. Lewis  
Stillwater, OK 74074

6. Signing this form certifies that you agree to attend mandatory district training

**Jeanette Mendez**

Organization Representative/Office Name and Position (printed)

  
Signature

9/6/2024

Date

**Angela Knott**

School Faculty Sponsor / Athletic Coach Name (printed)

  
Signature

9/6/2024

Date

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION  
UNAUDITED CASH FLOW STATEMENT FOR PRIOR SCHOOL YEAR (ACTUALS JULY 1 – JUNE 30)

Name of Organization/Association: Stillwater HS Swim Booster Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2023-2024

Beginning Cash Balance, July 1, <u>2023</u>		\$ <u>6,306.74</u>
Collections:		
Fundraiser, Merchandise Sales, Etc.	\$ <u>9,963.77</u>	
Donations	\$ <u>3025.00</u>	
Parent/Student Contributions	\$ <u>4,270.00</u>	
Other (list):	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Collections		\$ <u>17,258.77</u>
Expenditures:		
Fundraising Expenses	\$ <u>2,566.45</u>	
Other (list):		
Gear	\$ <u>1,104.87</u>	
Meals/Snacks	\$ <u>4,319.39</u>	
Banquets	\$ <u>5,512.01</u>	
Advertising	\$ <u>1,763.75</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures		\$ <u>15,266.47</u>
Ending Cash Balance, June 30, <u>2024</u>		\$ <u>8,299.04</u>

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2023-2024 school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Stillwater Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the board of education, and the failure to do so may result in revocation of the board's sanctioning approval.

Representative/Officer: Greta Sisneros/Treasurer *Greta Sisneros* Date: 9/6/2024  
Title: Treasurer

Received and reviewed by Chief Financial Officer:  
Name/Title: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION FOR SANCTIONING (Cont.)**

ORGANIZATION/ASSOCIATION  
UNAUDITED CASH FLOW STATEMENT **FOR UPCOMING SCHOOL YEAR (JULY 1 – JUNE 30)**

Name of Organization/Association: Stillwater HS Swim Booster Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025

Beginning Cash Balance, July 1, 2024 \$ 8,299.04

Collections:

Fundraiser, Merchandise Sales, Etc.	\$ <u>9,000</u>
Donations	\$ <u>3,000</u>
Parent/Student Contributions	\$ <u>4,000</u>
Other (list):	
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Collections \$ 16,000

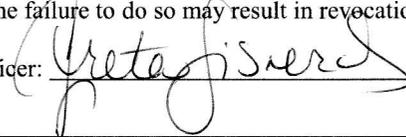
Expenditures:

Fundraising Expenses	\$ <u>2,500</u>
Other (list):	
Gear	\$ <u>1,500</u>
Meals/Snacks	\$ <u>5,000</u>
Banquets	\$ <u>6,000</u>
Advertising	\$ <u>2,000</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Expenditures \$ 16,000

Ending Cash Balance, June 30, 2025 \$ 8,299.04

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the \_\_\_\_\_ school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Stillwater Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the board of education, and the failure to do so may result in revocation of the board's sanctioning approval.

Representative/Officer:  Date: 9/6/2024  
Title: \_\_\_\_\_

Received and reviewed by Chief Financial Officer:

Name/Title: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION FOR SANCTIONING (Cont.)**

ORGANIZATION/ASSOCIATION  
INDEPENDENT REVIEW CERTIFICATION

This form certifies that an internal audit committee, that is comprised of individuals who are independent from the club officers, conducted an annual audit of the club's financial records for the year ended. A minimum of two individuals performed this audit. The audit committee should be familiar with board policies CFBB and CFBB-P and should consider recommended internal controls for sanctioned organizations.

At a minimum, an audit consists of reviewing 12 months of bank statements for the organization and confirming that they reconcile to the Unaudited Cash Flow Statement submitted as part of the annual application for sanctioning.

Signing this independent review certification also indicates that all expenditures followed the requirements in board policy CFBB with particular attention to the requirement that,

- All funds raised by the organization will be used to achieve the stated purposes and goals of the organization. No administrative fees or stipends to officers or others will be permitted. Any payments to coaches or employees must be approved by and paid through Stillwater Public Schools.

To the best of their knowledge and belief, the internal audit committee of the above-named organization/association certifies that the financial activity of the organization for the 2023-2027 school year was in accordance with board policy, reconciles to the submitted unaudited cash flow statement, and all financial transaction were made in accordance with the organization's by-laws and procedures. (A minimum of two signatures required.)

Representative: Morgan Scott Date: 9-16-24

Representative: Darnell Johnson Date: 9-16-24

Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Representative: \_\_\_\_\_ Date: \_\_\_\_\_

# STILLWATER BOARD OF EDUCATION CFBB-E

## APPLICATION FOR SANCTIONING Due Annually on September 1

This is a request for sanctioning by the applicant to the Stillwater Board of Education, pursuant to which the funds collected by the applicant are exempt from the statutory controls over school activity funds. All fields are required.

Date Submitted: 10/16/24 Select One: Initial Application \_\_\_\_\_ Renewal X\_\_\_\_\_

Name of Sanctioned Organization: Stillwater Middle School Parent Teacher Organization (PTO)

Official Mailing Address for the organization: 2200 S Sangre Road Stillwater, OK 74074-2143

Organization's Taxpayer I.D. Number: 92-0633318

### Organization President Organization Treasurer

Name: Taurean DuHart (President)

Name: Kelly Harris-Allen (VP)

Phone: 580-402-0230

Phone: 615.430.7387

Email: [taureanduhart@gmail.com](mailto:taureanduhart@gmail.com)

Email: [kellyharrisallen@gmail.com](mailto:kellyharrisallen@gmail.com)

Organization's Purpose, Goals, and the Benefit to District Students:

To support the students, faculty, staff and families of the Stillwater Middle School.

Organizations's Website and/or Social Media Accounts:

<https://www.facebook.com/groups/421895357926743/about>

(All funds raised by the organization will be used to achieve the stated purpose and goals of the organization. No administrative fees or stipends to officers or others will be permitted. Any payments to coaches or employees must be approved by and paid through Stillwater Public Schools.)

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin, or disability.

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Applicant also acknowledges, that if requested by the board of education the organization will be required to submit financial and supporting documentation for an agreed upon procedure review to be performed by the school district's external auditor. This information must be submitted by the deadline established at the time of the request.

**Adoption Date: February 8, 2000 Revision Date(s):**

2/14/06, 6/15/10, 08/14/12,

10/10/17, 7/17/18, 4/14/20, 8/10/21, 8/9/22

# STILLWATER BOARD OF EDUCATION CFBB-E

## APPLICATION FOR SANCTIONING (Cont.)

### Instructions for Completing Application:

1. Read policies CFBB and CFBB-P and complete this application: the cash flow statement for the prior school year, the cash flow statement estimate for the future school year and the independent audit review certification. If necessary, use additional sheets of paper.
2. Attach twelve (12) months of bank statements and a reconciliation to the unaudited cash flow statement (bank statement credits and debits should match the cash flow summary collections and expenditures respectively, and be reconciled to the ending balance).
3. Sign and date this application and have the school faculty sponsor review and sign (required).
4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
5. Email or deliver the application and attachments to:  
  
Chief Financial Officer  
314 S. Lewis  
Stillwater, OK 74074
6. Signing this form certifies that you agree to attend mandatory district training

Organization Representative/Office Name and Position (printed)

Taurean DuHart / President

Kelly Harris-Allen / Vice President

*Taurean DuHart* 10/10/24

*Kelly Harris-Allen*

10.10.24

Signature Date

Signature Date

*Ryan Blake*

School Faculty Sponsor / Ryan Blake / Principal

Signature Date

10-10-24

## STILLWATER BOARD OF EDUCATION CFBB-E

### APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION

UNAUDITED CASH FLOW STATEMENT **FOR PRIOR SCHOOL YEAR (ACTUALS JULY 1 – JUNE 30)**

Name of Organization/Association: SMS PTO

#### FINANCIAL ACTIVITY FOR SCHOOL YEAR 2023-2024

Beginning Cash Balance, July 3, 2023 \$8,701.70

Collections:

- Fundraiser, Merchandise Sales, Etc. \$ 19,475.9
- Donations \$
- Parent/Student Contributions \$
- Other (list): 5.00 Simmons Bank Cash Back Rewards \$60.00

Expenditures:

- Fundraising Expenses \$ 5432.73
- School Supplies \$1670.00
- SRO Officer/School Dance Security \$200.00
- Insurance Renewal \$270.00
- Federal Tax Exempt Filing Fee \$275.00
- Teacher Appreciation \$3556.89
- In School Clubs Supplies \$248.66
- Recess Equipment \$1,250.00
- Bank Fees \$85.17

Total Expenditures \$ 12,988.45

Ending Cash Balance, June 30, 2024: \$14,883.26

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2023-2024 school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Stillwater Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the board of education, and the failure to do so may result in revocation of the board's sanctioning approval.

Representative/Officer: Kelly Harris-Allen Title: Vice President

Received and reviewed by Chief Financial Officer:

Name/Title: Date

Adoption Date: February 8, 2000 Revision Date(s): 2/14/06, 6/15/10,

10/10/17, 7/17/18, 4/14/20, 8/10/21, 8/9/22

## STILLWATER BOARD OF EDUCATION CFBB-E

### APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION  
UNAUDITED CASH FLOW STATEMENT FOR UPCOMING SCHOOL YEAR (JULY 1 – JUNE 30)

Name of Organization/Association: Stillwater Middle School PTO

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025

Beginning Cash Balance, July 1, 2024 \$13,115.63 We have also attached our budget for this school year.

Collections:

Fundraiser, Merchandise Sales, Etc. \$ 15,000.00

Donations \$ 4,000

Parent/Student Contributions \$

Other (list):

\$  
\$  
\$

Total Collections \$ 19,000.00

Expenditures:

Fundraising Expenses \$ 500

Other (list):

\$ 2,000.00 Teacher Grants

\$ 500.00 Recess Supplies

\$ 2,000.00 In School Club Supplies

\$ 1,000.00 Behavior Rewards

\$ 2,000.00 Teacher Lounge & Snacks

\$ 2,500.00 12 Days of Christmas

\$ 2,500.00 Teacher Appreciation

\$ 2,000.00 General Fund

Total Expenditures \$ 15,000.00

Ending Cash Balance, June 30, 2024 \$ 13,115.63

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Representative/Officer: Date: Kelly Harris Allen 10.10.24  
Title: Vice President

Received and reviewed by Chief Financial Officer:

Name/Title: Date:

Adoption Date: February 8, 2000 Revision Date(s): 2/14/06, 6/15/10

10/10/17, 7/17/18, 4/14/20, 8/10/21, 8/9/22

**STILLWATER BOARD OF EDUCATION CFBB-E**

**APPLICATION FOR SANCTIONING (Cont.)**

ORGANIZATION/ASSOCIATION  
INDEPENDENT REVIEW CERTIFICATION

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Representative: Date:

Representative: Date:

Representative: Date:

Representative: Date:

Representative: Date:

\* Please See attached email Requesting help to complete. There was no reply so we are submitting without completion.

Adoption Date: February 8, 2000 Revision Date(s): 2/14/06, 6/15/10,

10/10/17, 7/17/18, 4/14/20, 8/10/21, 8/9/22

2024

**STILLWATER BOARD OF EDUCATION**

**CFBB-E**

**APPLICATION FOR SANCTIONING  
Due Annually on September 1**

This is a request for sanctioning by the applicant to the Stillwater Board of Education, pursuant to which the funds collected by the applicant are exempt from the statutory controls over school activity funds. All fields are required.

Date Submitted: \_\_\_\_\_

Select One: Initial Application \_\_\_\_\_ Renewal  \_\_\_\_\_  
Stillwater Pioneer Band Boosters

Name of Sanctioned Organization: \_\_\_\_\_

Official Mailing Address for the organization: \_\_\_\_\_

1224 N Husband, Stillwater, OK 74075

Organization's Taxpayer I.D. Number: 27-1199428

**Organization President**

Name: Kerry McNickle

Phone: 405.880.2897

Email: kerry.mcnicke@yahoo.com

**Organization Treasurer**

Name: Candace Thrasher

Phone: 405.326.8777

Email: cmthrasher1@gmail.com

Organization's Purpose, Goals, and the Benefit to District Students: \_\_\_\_\_  
To aid in providing funds for expenses not usually met by the BOE by organizing and administering fundraisers and fundraising activities. To assist financially and logistically to optimize the experience of the students and staff in the Stillwater Pioneer Band programs. To aid the band directors in the pursuit of their vision for the future of the Stillwater Pioneer Band program.

Organizations's Website and/or Social Media Accounts: \_\_\_\_\_

Facebook: @stwbands Twitter: @stillwaterbands Instagram: @stwbands

(All funds raised by the organization will be used to achieve the stated purpose and goals of the organization. No administrative fees or stipends to officers or others will be permitted. Any payments to coaches or employees must be approved by and paid through Stillwater Public Schools.)

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin, or disability.

Applicant acknowledges that the board of education has the discretion to sanction or decline the applicant, and the decision of the board of education is final and nonappealable. Applicant further acknowledges that (a) the board of education can, at any time, request the records maintained by the applicant, which the applicant will promptly make available, and (b) the board of education can, at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the board of education is final and nonappealable.

Applicant also acknowledges, that if requested by the board of education the organization will be required to submit financial and supporting documentation for an agreed upon procedure review to be performed by the school district's external auditor. This information must be submitted by the deadline established at the time of the request.

**APPLICATION FOR SANCTIONING (Cont.)**

Instructions for Completing Application:

1. Read policies CFBB and CFBB-P and complete this application: the cash flow statement for the prior school year, the cash flow statement estimate for the future school year and the independent audit review certification. If necessary, use additional sheets of paper.
2. Attach twelve (12) months of bank statements and a reconciliation to the unaudited cash flow statement (bank statement credits and debits should match the cash flow summary collections and expenditures respectively, and be reconciled to the ending balance).
3. Sign and date this application and have the school faculty sponsor review and sign (required).
4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
5. Email or deliver the application and attachments to:  
  
Chief Financial Officer  
314 S. Lewis  
Stillwater, OK 74074
6. Signing this form certifies that you agree to attend mandatory district training

Candace Thrasher/Treasurer

Organization Representative/Office Name and Position (printed)



Signature

9.1.2024

Date

Kevin Zamborsky/Director of Bands

School Faculty Sponsor / Athletic Coach Name (printed)



Signature

9/3/24

Date

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION  
UNAUDITED CASH FLOW STATEMENT FOR PRIOR SCHOOL YEAR (ACTUALS JULY 1 – JUNE 30)

Name of Organization/Association: Stillwater Pioneer Band Boosters

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2023-2024

Beginning Cash Balance, July 1, <u>2023</u>		\$ 41088.62
Collections:		
Fundraiser, Merchandise Sales, Etc.	\$ 29920.03	
Donations	\$ 46180.39	
Parent/Student Contributions	\$ 116370.03	
Other (list):		
Events	\$ 154412.22	
Operational	\$ 28044.84	
Equipment	\$ 459.12	
Total Collections		\$ 375386.63
Expenditures:		
Fundraising Expenses	\$ 2816.43	
Other (list):		
Events	\$ 294583.55	
Operational	\$ 16852.01	
Instructional	\$ 15549.02	
Scholarships	\$ 1500.00	
Equipment/Supplies	\$ 23672.08	
Travel	\$ 10996.39	
	\$	
	\$	
Total Expenditures		\$ 365969.48
Ending Cash Balance, June 30, <u>2024</u>		\$ 50505.77

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2023-2024 school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Stillwater Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the board of education, and the failure to do so may result in revocation of the board's sanctioning approval.

Representative/Officer: Candace Thrasher Date: 08-31-2024

Title: Treasurer

Received and reviewed by Chief Financial Officer:

Name/Title: \_\_\_\_\_ Date: \_\_\_\_\_

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION  
UNAUDITED CASH FLOW STATEMENT FOR UPCOMING SCHOOL YEAR (JULY 1 – JUNE 30)

Name of Organization/Association: Stillwater Pioneer Band Boosters

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025

Beginning Cash Balance, July 1, 2024

\$ 50505.77

Collections:

Fundraiser, Merchandise Sales, Etc.	\$ 23735.00
Donations	\$ 24500.00
Parent/Student Contributions	\$ 58050.00
Other (list):	
<u>Events</u>	\$ 8000.00
<u>Operational</u>	\$ 180.00
_____	\$ _____
_____	\$ _____

Total Collections

\$ 114465.00

Expenditures:

Fundraising Expenses	\$ 3600.00
Other (list):	
<u>Events</u>	\$ 77400.00
<u>Operational</u>	\$ 840.00
<u>Instructional</u>	\$ 21625.00
<u>Scholarships</u>	\$ 2000.00
<u>Travel</u>	\$ 9000.00
_____	\$ _____
_____	\$ _____

Total Expenditures

\$ 114465.00

Ending Cash Balance, June 30, 2025

\$ 50505.77

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2024-2025 school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Stillwater Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the board of education, and the failure to do so may result in revocation of the board's sanctioning approval.

Representative/Officer: Candace Thrasher

Date: 08-31-2024

Title: Treasurer

Received and reviewed by Chief Financial Officer:

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

**APPLICATION FOR SANCTIONING (Cont.)**

ORGANIZATION/ASSOCIATION  
INDEPENDENT REVIEW CERTIFICATION

This form certifies that an internal audit committee, that is comprised of individuals who are independent from the club officers, conducted an annual audit of the club's financial records for the year ended. A minimum of two individuals performed this audit. The audit committee should be familiar with board policies CFBB and CFBB-P and should consider recommended internal controls for sanctioned organizations.

At a minimum, an audit consists of reviewing 12 months of bank statements for the organization and confirming that they reconcile to the Unaudited Cash Flow Statement submitted as part of the annual application for sanctioning.

Signing this independent review certification also indicates that all expenditures followed the requirements in board policy CFBB with particular attention to the requirement that,

- All funds raised by the organization will be used to achieve the stated purposes and goals of the organization. No administrative fees or stipends to officers or others will be permitted. Any payments to coaches or employees must be approved by and paid through Stillwater Public Schools.

To the best of their knowledge and belief, the internal audit committee of the above-named organization/association certifies that the financial activity of the organization for the 2023-2024 school year was in accordance with board policy, reconciles to the submitted unaudited cash flow statement, and all financial transaction were made in accordance with the organization's by-laws and procedures. (A minimum of two signatures required.)

Representative: Sandy Crocker

Date: 9/11/24

Representative: Courtney Swap

Date: 1 SEPT 2024

Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Representative: \_\_\_\_\_

Date: \_\_\_\_\_