



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer
APPROVED BY: Tyler Bridges, Superintendent
DATE: October 14 2025

AGENDA ITEM:

Sanctioned Accounts for FY 2025-2026

BOARD ACTION REQUESTED:

Motion to Approve Annual Sanctioned Accounts for FY 2025-2026

BACKGROUND INFORMATION:

Sanctioned Accounts contribute to the funding and well-being of Stillwater Public Schools Booster Clubs by allowing them to use our organizations tax ID. The Boosters act on their own behalf by raising money via donations or sales. The Boosters will have their own bank account, separate from the Stillwater Public Schools account. They will purchase goods/services with their own funds. Goods and services purchased will be made in the best interest of the Stillwater Public Schools Booster Club that they represent. Sanctioned accounts are subject to audit.

RECEIVED AUG 29 2025

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: 8/25/25 Select One: Initial Application _____ Renewal X
Name of Sanctioned Organization: Stillwater Middle School PTO
Official Mailing Address for the organization: 2200 S. Sangre Rd Stw OK 74074
Organization's Taxpayer I.D. Number: 92-0633318

Organization President

Name: Holly Watson
Phone: 702-428-7828
Email: Hollye.watson@ptro.com

Organization Treasurer

Name: Becky Ehrlich
Phone: 405-269-1575
Email: beckyEhrlich@gmail.com

Organization's Purpose, Goals, and the Benefit to District Students: To support faculty, staff, and students at stillwater middle school

Organizations's Website and/or Social Media Accounts: facebook - stillwater middle school PTO

(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.)

RECEIVED AUG 29 2025

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

Holly Watson / President
Organization/Representative/Office Name and Position (printed)

Holly Watson
Signature

8/21/25
Date

School Faculty Sponsor / Athletic Coach Name (printed)

Ron R
Signature

8/21/25
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 Middle School PTO

FINANCIAL ACTIVITY FOR SCHOOL YEAR 24-25

Beginning Cash Balance, July 1, 2024 \$ 13,115.63 ✓

Collections:

Fundraiser, Merchandise Sales, Etc.	\$ <u>34,140.89</u>
Donations	\$ _____
Parent/Student Contributions	\$ _____
Other (list):	
<u>Bank Rewards</u>	\$ <u>60.</u>
_____	\$ _____
_____	\$ _____
Total Collections	\$ <u>34,200.89</u>

Expenditures:

Fundraising Expenses	\$ <u>11,762.54</u>
Other (list):	
<u>Clubs</u>	\$ <u>2715.56</u>
<u>PTO Admin items</u>	\$ <u>844.26</u>
<u>School Equip</u>	\$ <u>15087.74</u>
<u>Teacher Appreciation</u>	\$ <u>10431.97</u>
<u>Account fees</u>	\$ <u>861.00</u>
_____	\$ _____
_____	\$ _____
Total Expenditures	\$ <u>41,702.77</u>

Ending Cash Balance, June 30, 2025 \$ 5784.34 ~~\$ 5613.75~~

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: Taurean Duttart Date: 8/21/25

Title: President

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 Middle School PTO

FINANCIAL ACTIVITY FOR SCHOOL YEAR _____

Beginning Cash Balance, July 1, 2025 \$ 5,613.75

Collections:

Fundraiser, Merchandise Sales, Etc.	\$ <u>30,000</u>
Donations	\$ <u>5,000</u>
Parent/Student Contributions	\$ _____
Other (list):	\$ _____
<u>Bank rewards</u>	\$ <u>600</u>
_____	\$ _____
_____	\$ _____

Total Collections \$ 35,613.75

Expenditures:

Fundraising Expenses	\$ <u>10,000</u>
Other (list):	\$ _____
<u>School Equipment</u>	\$ <u>5,000</u>
<u>Teacher Appreciation</u>	\$ <u>10,000</u>
<u>PTO Admin Expenses</u>	\$ <u>1,000</u>
<u>Clubs</u>	\$ <u>5,000</u>
<u>Account Fees</u>	\$ <u>1,000</u>
_____	\$ _____
_____	\$ _____

Total Expenditures \$ 32,000

Ending Cash Balance, June 30, _____ \$ 8,613.75

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: Holly Watson Date: 8/21/25

Title: President

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 2024-25 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: Holly Watson

Date: 8/29/25

Representative: Taurean Duffart

Date: 9/1/25

Representative: Becky Ehrlich

Date: 9/2/25

Representative: Kelly C. Harris-Allen

Date: 9.2.25

Representative: _____

Date: _____



MEMBER CERTIFICATE OF INSURANCE

12/06/2024

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

Named Insured Member (mailing address):

Stillwater Middle School PTO
Amy Black or Current Officer
2200 S. Sangre Road
Stillwater, OK 74074

Named Insured & Mailing Address

Education Support Purchasing Group
c/o AIM
P.O. Box 742946
Dallas, TX 75374-2946

Producer Name

AIM Association Insurance
Management, Inc.
P.O. Box 742946
Dallas, TX 75374-2946

Named Insured Member (physical address):

2200 S. Sangre Road
Stillwater, OK 74074

Insured #: OK093824

Table with 5 columns: Coverage, Policy #, Effective Dates, Deductible, Limits of Insurance. Rows include General Liability and Directors and Officers with various sub-limits and retroactive dates.

Certificate Holder:

Proof of Insurance

This member certificate, together with the common policy conditions, coverage part(s), coverage form(s), and endorsements, if any complete the above numbered policy. Copies of the Master Policies are available upon request.

AUTHORIZED REPRESENTATIVE

Handwritten signature of E.B. Allen

APPLICATION FOR SANCTIONING
Due Annually on July 5

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: July 7, 2025 Select One: Initial Application _____ Renewal X
 Name of Sanctioned Organization: Stillwater Touchdown Club
 Official Mailing Address for the organization: PO Box 1293 Stillwater, OK 74076
 Organization's Taxpayer I.D. Number: 20-5447019

Organization President

Name: Bonnie Dudgeon
 Phone: 405-762-1376
 Email: bonnielle7@gmail.com

Organization Treasurer

Name: Lori Hatfield
 Phone: 405-747-7304
 Email: lhatfield@stillwaterlife.org

Organization's Purpose, Goals, and the Benefit to District Students: TDC purpose is to offset expenses for equipment & non-durable goods for the Stillwater Football program. Our provisions provide for all 7-12th grade football participants

Organizations's Website and/or Social Media Accounts: Facebook only - Stillwater Football Touchdown Club

(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 agrees that any legal or audit expenses incurred by Stillwater Public Schools related to the sanctioned organization will be billed to and paid for by the sanctioned organization.

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

Lori B. Hatfield / Treasurer
 Organization Representative/Office Name and Position (printed)

Lori B. Hatfield
 Signature

July 7, 2025
 Date

Chad Cawood
 School Faculty Sponsor / Athletic Coach Name (printed)

Chad Cawood
 Signature

7-7-25
 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 Touchdown Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-25

Beginning Cash Balance, July 1, 2024 \$ 12,153.15 ✓

Collections:

Fundraiser, Merchandise Sales, Etc.	\$ <u>74,529.92</u>
Donations - Business Sponsors	\$ <u>7,304.00</u>
Parent/Student Contributions -	\$ <u>3,550.00</u>
Other (list):	
<u>Cash Box</u>	\$ <u>700.00</u>
<u>Cowboy Clash</u>	\$ <u>850.00</u>
	\$ _____

Total Collections \$ 86,1934.86

Expenditures:

<u>Team Meals - food, drink, etc.</u>	\$ <u>32,467.26</u>
<u>Cash Box w/d - concessions/gate</u>	\$ <u>1,700.00</u>
<u>Equipment</u>	\$ <u>31,080.21</u>
<u>Club Admin Costs</u>	\$ <u>1,556.22</u>
<u>Athletic Trainers</u>	\$ <u>2,687.03</u>
<u>Camps/tour. / Scrimmages</u>	\$ <u>6,996.00</u>
<u>Banquets</u>	\$ <u>4,725.25</u>
	\$ _____
	\$ _____

Total Expenditures \$ 86,211.97

Ending Cash Balance, June 30, 2025 \$ 12,876.04 ✓

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: Kevin B Hatfield Date: 7-7-2025

Title: Treasurer

Received and reviewed by Chief Financial Officer:

Name/Title: _____ Date: _____

APPLICATION FOR SANCTIONING (Cont.)

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

Name of Organization/Association: Stillwater Touchdown Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2025-26

Beginning Cash Balance, July 1, _____ \$ 12,876.04
KKW

Collections:	
Fundraiser, Merchandise Sales, Etc.	\$ <u>40,500.00</u>
Donations	\$ <u>10,000.00</u>
Parent/Student Contributions	\$ <u>6,200.00</u>
Other (list):	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Collections _____ \$ 56,700.00

Expenditures:	
Fundraising Expenses	\$ _____
Other (list):	
<u>Meals, drink, concession food</u>	\$ <u>25,000.00</u>
<u>Tournament exp.</u>	\$ <u>10,700.00</u>
<u>Club expenses</u>	\$ <u>5,000.00</u>
<u>Banquet</u>	\$ <u>5,000.00</u>
<u>Awards</u>	\$ <u>2,000.00</u>
<u>Equipment</u>	\$ <u>6,000.00</u>
_____	\$ _____
_____	\$ _____

Total Expenditures _____ \$ 53,700
KKW

Ending Cash Balance, June 30, _____ \$ 15,876.04
KKW

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: Jane B. Hatfield Date: 7-7-2025

Title: _____

Received and reviewed by Chief Financial Officer:
Name/Title: Christie Keady Date: 10/1/25

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.

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Representative: Clare Edwards Date: 9-3-25

Representative: C. Williams Date: 9-3-25

Representative: Eric Reynolds Date: 9-3-25

Representative: S. Hill Date: 9.3.25

Representative: _____ Date: _____