



**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer  
**APPROVED BY:** Uwe Gordon, Superintendent  
Dr. Janet Vinson, Acting Superintendent  
**DATE:** March 11, 2025

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**AGENDA ITEM:**

Sanctioned Accounts for FY 2024-2025

**BOARD ACTION REQUESTED:**

Motion to Approve Annual Sanctioned Accounts for FY 2024-2025

**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.

**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: 02/05/25                      Select One:    Initial Application     Renewal

Name of Sanctioned Organization:                      westwood Elementary PTO

Official Mailing Address for the organization:                      502 S. Kings St.

Organization's Taxpayer I.D. Number: 6A-2132859

**Organization President**  
Name: Jillian Detweiler

**Organization Treasurer**  
Name: Trisha Lyonsi

Phone: (918) 508-4480

Phone: (405) 334-6151

Email: westwoodeglespto@gmail.com

Email: trisha.lyonsi@okstate.edu

Organization's Purpose, Goals, and the Benefit to District Students: support westwood staff and students through fundraising, volunteerism, and events that build the community.

Organizations's Website and/or Social Media Accounts: wweglespto.com

Facebook: westwood Eagles PTO Instagram: @westwood Eagles 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.)**

Instructions for Completing Application:

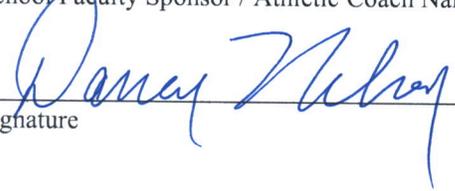
1. Read policies CFBB and CFBB-P and complete this application: the cash flow statement for the prior school year, the cash flow statement estimate for the future school year and the independent audit review certification. If necessary, use additional sheets of paper.
2. Attach twelve (12) months of 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

Julia Detwiler - President  
Organization Representative/Office Name and Position (printed)

  
Signature

02/05/25  
Date

Darren Nelson - Principal  
School Faculty Sponsor / Athletic Coach Name (printed)

  
Signature

2-5-25  
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 2023-24 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: Shelli Myers

Date: 2/7/25

Representative: Kristen Hays

Date: 2/7/25

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

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

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

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

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

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

APPLICATION FOR SANCTIONING (Cont.)

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

Name of Organization/Association: westwood Elementary PTO

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2023-2024

Beginning Cash Balance, July 1, 2023 \$ \$14,914.72 ✓

Collections:

Fundraiser, Merchandise Sales, Etc. \$

Donations \$

Parent/Student Contributions \$

Other (list): \$

sponsorships  
winter fundraiser/  
silent auction

\$ ( total from  
bank  
statements  
highlighted  
in blue )  
\$

Total Collections \$

\$ \$43,369.99

Expenditures:

Fundraising Expenses \$

Other (list): \$

food lunches  
tshirts  
snoodle truck  
teacher  
reimbursements  
movie license  
Balloon arch  
5th grade suckers

\$ ( total from  
bank  
statements  
highlighted  
in blue )  
\$

Total Expenditures \$

\$ \$26,876.13

Ending Cash Balance, June 30, 2024 \$ \$21,408.58 ✓

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: [Signature]

Date: 02/05/25

Title: Julian Detwiler - President

Received and reviewed by Chief Financial Officer:

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

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



APPLICATION FOR SANCTIONING
Due Annually on September 1

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Date Submitted: 02/05/25 Select One: Initial Application Renewal X

Name of Sanctioned Organization: STILLWATER PIONEERS TIP-OFF CLUB BOY'S BASKETBALL

Official Mailing Address for the organization: 5127 RED ROSE DR, STILLWATER, OK 74074

Organization's Taxpayer I.D. Number: 85-3777737

Organization President

Organization Treasurer

Name: KRISTINE WAITS

Name: RYAN REUTER

Phone: 405-707-0713

Phone: 405-628-8258

Email: kristine\_waits@hotmail.com

Email: reuter.ryan@gmail.com

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

The purpose of the Club is to foster and promote the development of the Stillwater High School boy's basketball players and program. All assets of the Club are used exclusively for this. The club will raise financial support for the Stillwater High School boy's basketball team, to be used to purchase equipment, food, lodging or other forms of support as needed.

Organizations's Website and/or Social Media Accounts: NA

(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.
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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

Kristine Waits - President

Organization Representative/Office Name and Position (printed)

X Kristine Waits  
Signature

2.23.25  
Date

Sean Morgan

School Faculty Sponsor / Athletic Coach Name (printed)

X Sean Morgan  
Signature

2/23/25  
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 PIONEERS TIP-OFF CLUB BOY'S BASKETBALL

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2023-2024

Beginning Cash Balance, July 1, 2023

\$ 2,608.19

*\$2605.19*  
*KAS*

Collections:

Fundraiser, Merchandise Sales, Etc. \$ \_\_\_\_\_

Donations \$ \_\_\_\_\_

Parent/Student Contributions \$ \_\_\_\_\_

Other (list): \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total Collections \$ \_\_\_\_\_

Expenditures:

Fundraising Expenses \$ \_\_\_\_\_

Other (list): \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total Expenditures \$ \_\_\_\_\_

Ending Cash Balance, June 30, 2024

\$ 3,297.19

*ok KAS* ✓

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 2023-24 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: *Raye Hunt*

Date: *2/24/25*

Title: 2024-2025 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 PIONEERS TIP-OFF CLUB BOY'S BASKETBALL

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025

Beginning Cash Balance, July 1, <u>2024</u>		\$ 3297.19	<i>OK CASH</i>
Collections:			
Fundraiser, Merchandise Sales, Etc.	\$ 6000		
Donations	\$		
Parent/Student Contributions	\$ 700		
Other (list):			
_____	\$		
_____	\$		
_____	\$		
Total Collections		\$ 6700.00	
Expenditures:			
Fundraising Expenses	\$		
Other (list):			
Food	\$ 3750		
Tournament lodging	\$ 600		
Travel gear	\$ 1500		
Promotions (banners, posters, pictures)	\$ 700		
_____	\$		
_____	\$		
_____	\$		
Total Expenditures		\$ 6550.00	
Ending Cash Balance, June 30, <u>2025</u>		\$ 3447.19	

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: *Ryan Pente* Date: *02/24/25*

Title: 2024-2025 Treasurer

Received and reviewed by Chief Financial Officer:

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

**APPLICATION FOR SANCTIONING (Cont.)**

**ORGANIZATION/ASSOCIATION  
INDEPENDENT REVIEW CERTIFICATION**

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

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

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

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

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

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

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

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

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

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