



**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:** May 13, 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: 9-1-2024 Select One: Initial Application \_\_\_\_\_ Renewal X

Name of Sanctioned Organization: Stillwater Touchdown Club

Official Mailing Address for the organization: PO Box 1293 Sw, OK 74076

Organization's Taxpayer I.D. Number: 20-5447019

**Organization President**  
Name: Bonnie Dudgeon  
Phone: 405-762-1376  
Email: bonnielle17@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 equipment & non-durable goods for the Stillwater Football Program. Our provisions supply 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 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

8-29-2024  
 Date

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

Chad Cawood  
 Signature

8-29-24  
 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 Touchdown Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2023-24

Beginning Cash Balance, July 1, <u>2023</u>		\$ <u>9,341.86</u>
Collections:		
Fundraiser, Merchandise Sales, Etc/ <u>concessions</u>	\$ <u>46,469.09</u>	<u>(Cowboy Clash tournament host)</u>
Donations	\$	
Parent/Student Contributions	\$ <u>7,008.00</u>	
Other (list):		
<u>Business Sponsors</u>	\$ <u>2,100.00</u>	
<u>Cash Box - Concessions</u>	\$ <u>600.00</u>	
<u>Ton 7 tournament income</u>	\$ <u>16,180.00</u>	
Total Collections		\$ <u>72,357.09</u>
Expenditures:		
<u>Team meals, drinks,</u>	\$ <u>27,060.90</u>	
<u>concession food purchase</u>		
Other (list):		
<u>Equipment</u>	\$ <u>2,726.94</u>	
<u>Admin Costs</u>	\$ <u>1,907.41</u>	
<u>Player Wellness/Athletic Train</u>	\$ <u>6,330.39</u>	
<u>Camps, travel, scrimmages</u>	\$ <u>3,878.71</u>	
<u>Banquet - end of season awards</u>	\$ <u>5,707.86</u>	
<u>Coach training - Cont. Ed</u>	\$ <u>460.44</u>	
<u>Alabama team travel</u>	\$ <u>10,859.18</u>	
<u>Cowboy Clash - host team.</u>	\$ <u>10,013.97</u>	
Total Expenditures <u>Cash box</u>	\$ <u>600.00</u>	\$ <u>69,545.80</u>
Ending Cash Balance, June 30, <u>2024</u>		\$ <u>12,153.15</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 2023-24 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: Lori Hatfield Date: 8-29-2024

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 2024-2025

Beginning Cash Balance, July 1, \_\_\_\_\_ \$ \_\_\_\_\_

Collections:

Fundraiser, Merchandise Sales, Etc. Concessions \$ 40,500.00

Donations Business \$ 10,000.00

Parent/Student Contributions \$ 6,200.00

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

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

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

Total Collections \$ 56,700.00

Expenditures:

Fundraising Expenses meals, drinks, \$ 25,000.00

Other (list): Concession purchase \$ 10,700.00

• tournament, host exp. etc. \$ 3,000.00

• Club expenses \$ 5,000.00

• Player wellness/ Athletic Training \$ 5,000.00

• Budget \$ 2,000.00

• End of Season Awards \$ 6,000.00

• Equipment Needs \_\_\_\_\_ \$ \_\_\_\_\_

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

Total Expenditures \$ 56,700.00

Ending Cash Balance, June 30, \_\_\_\_\_ \$ \_\_\_\_\_

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: Lori Hatfield Date: 8-29-2024

Title: Treasurer

Received and reviewed by Chief Financial Officer:

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

All teams 7-12th graders