



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: December 10, 2024

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.

SANCTIONED ACCOUNTS

STILLWATER HIGH SCHOOL PTO

STILLWATER JUNIOR HIGH PTO

RICHMOND PTO

STILLWATER HIGH SCHOOL TRACK

**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: 9-16-2024 Select One: Initial Application _____ Renewal

Name of Sanctioned Organization: Stillwater High School PTO

Official Mailing Address for the organization: 1224 N. Husband

Organization's Taxpayer I.D. Number: 92-3716873

Organization President
Name: Robin Johnson
Phone: (405) 762-0562
Email: rojohanson@stillwaterschools.com

Organization Treasurer
Name: Jackie Jackson
Phone: (405) 762-3262
Email: jjackson@stillwaterschools.com

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

To facilitate communication between parents, teachers and school administration
Students benefit from scholarships & Project Graduation activities. We also provide
several Teacher Appreciation events throughout the school year
Organizations's Website and/or Social Media Accounts: None

(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

Robin Johnson, PTO President
 Organization Representative/Office Name and Position (printed)

Robin Johnson
 Signature

9/16/2024
 Date

Walter Howell, Principal
 School Faculty Sponsor / Athletic Coach Name (printed)

Walter R. Howell IV
 Signature

9/17/2024
 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 High School PTO

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2023-24

Beginning Cash Balance, July 1, 2023 \$ 768.00

Collections:

Fundraiser, Merchandise Sales, Etc.	\$ _____
Donations	\$ _____
Parent/Student Contributions	\$ <u>5,698.94</u>
Other (list):	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Collections \$ 6,466.94

Expenditures:

Fundraising Expenses	\$ _____
Other (list):	\$ _____
<u>Insurance</u>	\$ <u>150.00</u>
<u>Pioneer Pantry</u>	\$ <u>300.00</u>
<u>Project Graduation</u>	\$ <u>200.00</u>
<u>Bank fees</u>	\$ <u>50.00</u>
<u>Teacher Appreciation</u>	\$ <u>4,481.85</u>
_____	\$ _____
_____	\$ _____

Total Expenditures \$ 5,181.85

Ending Cash Balance, June 30, 24 \$ 1285.09

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: Jackie Jackson Date: 10-7-24

Title: SHS PTO Treasurer

Received and reviewed by Chief Financial Officer:

Name/Title: _____ Date: _____

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION
UNAUDITED CASH FLOW STATEMENT

Name of Organization/Association: Stillwater High School PTO

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-25

Beginning Cash Balance, July 1, 2024

\$ 1,285.⁰⁰

Collections:

- Fundraiser, Merchandise Sales, Etc.
- Donations
- Parent/Student Contributions
- Other (list):

\$ _____
 \$ _____
\$ 2,719.⁹³
 \$ _____
 \$ _____
 \$ _____

Total Collections

\$ 4,005.⁰²

Expenditures:

- Fundraising Expenses
- Other (list):
- Insurance
- Project Graduation
- Teacher Appreciation
- Pioneer Party
- Teacher Grants
- Senior Lunch Meetings

\$ _____
 \$ _____
\$ 150.⁰⁰
\$ 300.⁰⁰
\$ 3,000.⁰⁰
\$ 200.⁰⁰
\$ 150.⁰⁰
\$ 100.⁰⁰
 \$ _____
 \$ _____

Total Expenditures

\$ 3,900.⁰⁰

Ending Cash Balance, June 30, 2025

\$ 105.⁰²

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: Jackie Jackson

Date: 11-1-24

Title: SHS PTO Treasurer

Received and reviewed by Chief Financial Officer:

Name/Title:

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: 11/11/24 Select One: Initial Application Renewal X

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

Official Mailing Address for the organization: 1900 North Scymins Stillwater, OK 74075

Organization's Taxpayer I.D. Number: 73-1059977

Organization President Name: Courtney Mayes Phone: 405-612-8850 Email: cmayes@stillwaterschools.com

Organization Treasurer Name: Jaylene Williamson Phone: 806-683-8516 Email: mitchandjaylene@gmail.com

Organization's Purpose, Goals, and the Benefit to District Students: To support the students, faculty, staff and families of the Stillwater Junior High School.

Organizations's Website and/or Social Media Accounts: SJHS PTO Facebook page

(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

Courtney Mayes, PTO President
 Organization Representative/Office Name and Position (printed)

Courtney Mayes
 Signature

11/11/24
 Date

[Signature]
 School Faculty Sponsor / Athletic Coach Name (printed)

Doug Stafford
 Signature

11/11/24
 Date

APPLICATION FOR SANCTIONING (Cont.)

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

Name of Organization/Association: SOHS PTO (Stillwater Junior High School)

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2023-2024

Beginning Cash Balance, July 1, 23 \$ 2,882.66

Collections:

Fundraiser, Merchandise, Sales, Etc.	\$ <u>3,440.21</u>
Donations	\$ <u>624.50</u>
Parent/Student Contributions	\$ <u>252.56</u>
Other (list):	\$ _____
_____	\$ _____
_____	\$ _____

Total Collections \$ 4,317.27

Expenditures:

Fundraising Expenses	\$ _____
Other (list):	\$ _____
<u>previous yr reimbursements</u>	\$ <u>305.48</u>
<u>T-shirts</u>	\$ <u>879.00</u>
<u>teacher appreciation</u>	\$ <u>2,123.79</u>
<u>grant payout</u>	\$ <u>1,020.00</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Expenditures \$ 4,327.27

Ending Cash Balance, June 30, 24 \$ 2,872.66

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: Courtney Mages

Date: 11/11/24

Title: PTO 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: SJHS PTO (Stillwater Junior High School)

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025

Beginning Cash Balance, July 1, 24 \$ 2,872.66

Collections:

Fundraiser, Merchandise Sales, Etc.	\$ <u>4,909.00</u>
Donations	\$ _____
Parent/Student Contributions	\$ _____
Other (list):	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Collections \$ 4,909.00

Expenditures:

Fundraising Expenses	\$ _____
Other (list):	\$ _____
<u>T-shirts to sell</u>	\$ <u>1,680</u>
<u>teacher T-shirts</u>	\$ <u>800</u>
<u>playground equipment</u>	\$ <u>1000</u>
<u>teacher/staff grants</u>	\$ <u>1000</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Expenditures \$ 6,480

Ending Cash Balance, June 30, 25 \$ 1,301.66

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: Courtney Mayer

Date: 11/11/24

Title: PTO President

Received and reviewed by Chief Financial Officer:

Name/Title: _____

Date: _____

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION
INDEPENDENT REVIEW CERTIFICATION

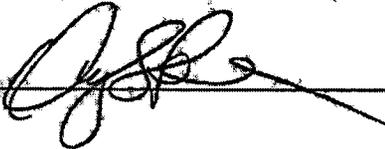
This form certifies that an internal audit committee, that is comprised of individuals who are independent from the club officers, conducted an annual audit of the club's financial records for the year ended. A minimum of two individuals performed this audit. The audit committee should be familiar with 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 23-24 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:  _____

Date: 11/11/24 _____

Representative: _____

Date: _____

Representative: _____

Date: _____

Representative: _____

Date: _____

Representative: _____

Date: _____

2024

STILLWATER BOARD OF EDUCATION

CFBB-E

RECEIVED SEP 30 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: Select One: Initial Application Renewal [checked]

Name of Sanctioned Organization: Richmond Parent Teacher Organization

Official Mailing Address for the organization: 201 W. Richmond Rd. Stillwater, OK 74075

Organization's Taxpayer I.D. Number: 045158

Organization President

Organization Treasurer

Name: Ashley Kelle

Name: Justin Minges

Phone: 405-368-1515

Phone: 405-830-4155

Email: akelle@stillwaterschools.com Email: justin.minges@yahoo.com

Organization's Purpose, Goals, and the Benefit to District Students: Our goal is to work together as a group of parents & teachers to improve the educational experience for students.

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

(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

Ashley Kelle / President
Organization Representative/Office Name and Position (printed)

Ashley J. Kelle
Signature

9-19-24
Date

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

Joy Cawood
Signature

9/19/2024
Date

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: Richmond PTO

FINANCIAL ACTIVITY FOR SCHOOL YEAR 23-24

Beginning Cash Balance, July 1, 23 \$ 53,014.96

Collections:

Fundraiser, Merchandise Sales, Etc. \$ 56,435.92

Donations \$ _____

Parent/Student Contributions \$ _____

Other (list): \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Collections \$ 56,435.92

Expenditures:

Fundraising Expenses \$ 33,738.79

Other (list): \$ _____

Playground Equip \$ 50,000.00

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Expenditures \$ 83,738.79

Ending Cash Balance, June 30, 24 \$ 25,712.09

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: Ashley J. Kelle Date: 11-20-2024

Title: President

Received and reviewed by Chief Financial Officer:

Name/Title: _____ Date: _____

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: Richmond PTO

FINANCIAL ACTIVITY FOR SCHOOL YEAR 24-25

Beginning Cash Balance, July 1, 24 \$ 25,712.09

Collections:

Fundraiser, Merchandise Sales, Etc.	\$ <u>29,000.00</u>
Donations	\$ _____
Parent/Student Contributions	\$ _____
Other (list):	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Collections \$ 29,000.00

Expenditures:

Fundraising Expenses	\$ <u>28,750.00</u>
Other (list):	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Expenditures \$ 28,750.00

Ending Cash Balance, June 30, 25 \$ 25,962.09

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: Ashley J. Kelle Date: 11-20-2024

Title: President

Received and reviewed by Chief Financial Officer:

Name/Title: _____ Date: _____

STILLWATER BOARD OF EDUCATION

CFBB-E

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 23-24 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: *Seann DeLong* Date: 11/20/2024

Representative: *Pat Kirk* Date: 11/21/24

Representative: _____ Date: _____

Representative: _____ Date: _____

Representative: _____ Date: _____

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: Sept 1 2024 Select One: Initial Application Renewal [checked]

Name of Sanctioned Organization: SHS Track Booster Club

Official Mailing Address for the organization: 1224 N. Husband

Organization's Taxpayer I.D. Number: 27-36534-24

Organization President Name: Tracy Bell Phone: 814-880-4260 Email: tbell@stillwaterschools.com

Organization Treasurer Name: Susanna Barth Phone: 405-612-3529 Email: ksbarth@gmail.com

Organization's Purpose, Goals, and the Benefit to District Students: Support track athletes with supplemental purchase of equipment and gear needed each season.

Organizations's Website and/or Social Media Accounts: No

(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

Tracy Bell President
Organization Representative/Office Name and Position (printed)

T Bell
Signature

9/1/24
Date

Paul Grant
School Faculty/Sponsor / Athletic Coach Name (printed)

Paul Grant
Signature

9/1/24
Date

APPLICATION FOR SANCTIONING (Cont.)

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

Name of Organization/Association: SHS Track Booster Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR 24/25

Beginning Cash Balance, July 1, 2024 \$ 9761.60

Collections:

Fundraiser, Merchandise Sales, Etc. \$ _____

Donations \$ _____

Parent/Student Contributions \$ _____

Other (list): \$ _____

Stilly Half \$ 2500

Total Collections \$ 2500

Expenditures:

Fundraising Expenses \$ _____

Other (list): \$ _____

Stab Quarter Shirts \$ 450

Total Expenditures \$ 450

Ending Cash Balance, June 30, 2025 \$ 11,811.60

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: Tracy Bell Date: 09/1/24

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: SHS TRACK BOOSTER CLUB

FINANCIAL ACTIVITY FOR SCHOOL YEAR '24-'25

Beginning Cash Balance, July 1, _____ \$ _____

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, _____ \$ _____

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: Jay Bell Date: 11/6/2024

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 2024-2025 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: [Signature]

Date: 9/11/24

Representative: [Signature]

Date: 09/11/24

Representative: _____

Date: _____

Representative: _____

Date: _____

Representative: _____

Date: _____