



**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:** February 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.

## **SANCTIONED ORGS**

- **SJHS SPECIAL OLYMPICS**
- **SHS PIONEER BASEBALL DUGOUT CLUB**
- **STILLWATER SOCCER BOOSTER CLUB**

**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: 1-17-2025 Select One: Initial Application  Renewal

Name of Sanctioned Organization: SJHS ~~Special~~ Special Olympics

Official Mailing Address for the organization: 1900 N Skyline St, Stillwater, OK 74075

Organization's Taxpayer I.D. Number: 73-6021194

Organization President:  
 Name: Emma Fike  
 Phone: (918) 857-4788

Organization Treasurer:  
 Name: Caroline Jones  
 Phone: (214) 762-3738

Email: efike@stillwaterschools.com Email: CJones@stillwaterschools.com

Organization's Purpose, Goals, and the Benefit to District Students: Allow students to participate in Special Olympics, as well as activities that develop life skills by providing transportation, supplies, travel expenses, uniforms, etc.

Organizations's Website and/or Social Media Accounts: SJHS Special Olympics: https://www.facebook.com/groups/1129274192034198

(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.

Emma Fike, Paraprofessional  
Organization Representative/Office Name and Position (printed)

Emma Fike  
Signature

1-17-2025  
Date

Tisha Gossman  
School Faculty Sponsor / Athletic Coach Name (printed)

Tisha Gossman  
Signature

1-17-2025  
Date

STILLWATER BOARD OF EDUCATION

CFBB-E

APPLICATION FOR SANCTIONING (Cont.)

\* New, so we do not have financials \*

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

Name of Organization/Association: STHS Special Olympics

FINANCIAL ACTIVITY FOR SCHOOL YEAR \_\_\_\_\_

Beginning Cash Balance, July 1, _____	\$ _____
<b>Collections:</b>	
Fundraiser, Merchandise Sales, Etc.	\$ _____
Donations	\$ _____
Parent/Student Contributions	\$ _____
Other (list): _____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total Collections</b>	\$ _____
<b>Expenditures:</b>	
Fundraising Expenses	\$ _____
Other (list): _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total Expenditures</b>	\$ _____
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: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Received and reviewed by Chief Financial Officer:

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

Adoption Date: February 8 2000

Revision Date(s): 2/14/05, 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.)

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

Name of Organization/Association: SJHS Special Olympics

FINANCIAL ACTIVITY FOR SCHOOL YEAR: \_\_\_\_\_

Beginning Cash Balance, July 1: 0

Collections

Fundraiser, Merchandise Sales, Etc

Donations

Parent/Student Contributions

Other (list):

\$ 500  
\$ 2500  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

Total Collections:

Expenditures

Fundraising Expenses

Other (list):

Uniforms

Food

Travel

\$ ~~2500~~ 200  
\$ 500  
\$ 100  
\$ 400  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

Total Expenditures:

Ending Cash Balance, June 30:

0  
3000  
1200  
1800

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: Anna Vitek

Date: 1-22-2025

Title: Paraprofessional

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-E 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 \_\_\_\_\_ 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: \_\_\_\_\_

### By-Laws

1. I will be respectful to all coaches, volunteers, and team members.
2. I will put forth 100% effort.
3. I will be a leader and set good examples for my school and community.
4. No person shall be denied the chance to participate because of race, sex, age, religion, national origin, sexual orientation, or any other biases.

### Officers

- Allison Hasbrouck - [ahasbrouck@stillwaterschools.com](mailto:ahasbrouck@stillwaterschools.com)
- Molly Jolliff - [mjolliff@stillwaterschools.com](mailto:mjolliff@stillwaterschools.com)
- Lily Zagula - [lzagula@stillwaterschools.com](mailto:lzagula@stillwaterschools.com)

**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: 1/11/25      Select One:    Initial Application \_\_\_\_\_    Renewal X  
 Name of Sanctioned Organization: SHS Pioneer Baseball August Club  
 Official Mailing Address for the organization: 3024 S. Isabella Pointe Drive  
Stillwater, OK 74074  
 Organization's Taxpayer I.D. Number: 92-3753176

**Organization President**  
 Name: Sean Morgan  
 Phone: (405) 401-0637  
 Email: Sean@territoryllc.com

**Organization Treasurer**  
 Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Organization's Purpose, Goals, and the Benefit to District Students: To supplement The  
baseball program with things that SHS cannot provide such  
as equipment, practice gear, hats, meals, and coaching stipends.

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

Sean Morgan - President  
Organization Representative/Office Name and Position (printed)

[Signature]  
Signature

1/15/25  
Date

Marty Lees  
School Faculty Sponsor / Athletic Coach Name (printed)

[Signature]  
Signature

1/11/25  
Date

APPLICATION FOR SANCTIONING (Cont.)

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

Name of Organization/Association: SHS Pioneer Baseball August Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR \_\_\_\_\_

Beginning Cash Balance, July 1, 2023 See Attached! \$ 20,706.18 ✓ RAB

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 \$ 32,620.08 ✓ RAB

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: [Signature] Date: 1/5/2025

Title: President

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

**Dug Out Club 2023/24 Budget v. Actual**

**Income**     \$ 57,000.00

	<b>Projected</b>	<b>Actual</b>	<b>Difference</b>
Chairbacks	\$ 35,000.00	\$ 39,187.00	\$ 4,187.00
Concession (net)	\$ 2,000.00	\$ 4,241.42	\$ 2,241.42
Donations	\$ 10,000.00	\$ 32,587.59	\$ 22,587.59
Misc	\$ -	\$ 1,676.00	\$ 1,676.00
Billboard Signs	\$ 10,000.00	\$ 600.00	\$ (9,400.00)
	<b>\$ 57,000.00</b>	<b>\$ 78,292.01</b>	<b>\$ 21,292.01</b>

**Expenses**    \$ 60,000.00

Uniforms	\$ 8,000.00	\$ 7,495.72	\$ 504.28
Practice Gear	\$ 6,000.00	\$ 5,700.00	\$ 300.00
Equipment	\$ 12,000.00	\$ 14,758.65	\$ (2,758.65)
Spring Break	\$ 8,000.00	\$ 17,423.31	\$ (9,423.31)
Team Meals/Water	\$ 2,000.00	\$ 774.18	\$ 1,225.82
Banquet	\$ 4,000.00	\$ 3,543.32	\$ 456.68
Technology	\$ 2,000.00	\$ 2,678.94	\$ (678.94)
Arm Care Equipment	\$ 1,000.00	\$ 209.29	\$ 790.71
Maintenance	\$ 2,000.00	\$ 1,494.92	\$ 505.08
JV Coaches 2023-2024	\$ 7,000.00	\$ 7,535.50	\$ (535.50)
Summer Coaches- 2024	\$ 2,000.00		\$ 2,000.00
Coaches' Clinics	\$ 1,000.00	\$ 719.00	\$ 281.00
Misc	\$ 2,000.00	\$ 3,823.03	\$ (1,823.03)
Summer Coaches-2023	\$ 2,000.00	\$ -	\$ 2,000.00
Senior Night	\$ 1,000.00	\$ 242.25	\$ 757.75
	<b>\$ 60,000.00</b>	<b>\$ 66,398.11</b>	<b>\$ (6,398.11)</b>

**Net**

**(\$3,000.00)**    \$ 11,893.90

**Beginning Bank Balance (7/1/23)**

**Ending Bank Balance (6/30/2024)**

<b>\$ 20,726.18</b>
<b>\$ 32,620.08</b>

*RTB*

APPLICATION FOR SANCTIONING (Cont.)

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

Name of Organization/Association: SHS Pioneer Baseball Angout Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR \_\_\_\_\_

Beginning Cash Balance, July 1, 2024 See Attached! \$ 32,620.08 ✓ RAB

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, 2025 \$ 19,520.08 ✓ RAB

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 2024-25 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: 1/15/25

Title: President

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

Dug Out Club 2024/25 Budget

		Projected	Actual	Difference
<b>Income</b>	<b>\$ 60,000.00</b>			
Chairbacks		\$ 28,000.00		\$ (28,000.00)
Concession		\$ 2,000.00	\$ -	\$ (2,000.00)
Donations		\$ 20,000.00		\$ (20,000.00)
Misc		\$ -	\$ -	\$ -
Billboard Signs		\$ 10,000.00		\$ (10,000.00)
			\$ -	
<b>Expenses</b>	<b>\$ 73,100.00</b>			
Uniforms & Hats		\$ 6,000.00		\$ 6,000.00
Practice Gear		\$ 9,000.00		\$ 9,000.00
Equipment		\$ 5,000.00		\$ 5,000.00
Spring Break		\$ 12,000.00		\$ 12,000.00
Team Meals		\$ 1,000.00	\$ -	\$ 1,000.00
Banquet & Senior Night		\$ 5,000.00	\$ -	\$ 5,000.00
Technology		\$ 2,000.00	\$ -	\$ 2,000.00
Arm Care Equipment		\$ 2,000.00		\$ 2,000.00
Maintenance		\$ 15,000.00		\$ 15,000.00
JV Coaches		\$ 7,500.00	\$ -	\$ 7,500.00
Summer Field Maintenance		\$ 2,000.00		\$ 2,000.00
2024 Fall League		\$ 1,100.00		\$ 1,100.00
Misc		\$ 3,500.00		\$ 3,500.00
Coaches clinics		\$ 1,000.00		\$ 1,000.00
Indoor Facility Rental		\$ 1,000.00		\$ 1,000.00
			\$ -	

Projected "Profit/Loss" **(\$13,100.00)**

Beginning Balance (7/1/24) \$ 32,620.08

Projected 6/30/2025

Bank Balance \$19,520.08

**Actual To Date \$ 32,620.08**

**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: Angela Newhart Date: 1/10/25

Representative: Whitney Date: 1/10/25

Representative: Misty Johnson Date: 1/10/25

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: 2/3/25 Select One: Initial Application Renewal

Name of Sanctioned Organization: Stillwater Soccer Booster Club

Official Mailing Address for the organization: 111 W. Husband Ct, Stillwater, OK 74075

Organization's Taxpayer I.D. Number:

Organization President

Organization Treasurer

Name: Heather Ledbetter

Name: Amber Bambaugh

Phone: 918-906-5460

Phone: 405-714-4378

Email: hledbetter17@gmail.com

Email: amber.bambaugh@gmail.com

Organization's Purpose, Goals, and the Benefit to District Students: Support our coaches and players with training gear, away meals, equipment, uniforms. Each player only has to provide their own cleats + shin guards allowing all students equal opportunity.

Organizations's Website and/or Social Media Accounts: @shs.pioneersoccer (Instagram) Stillwater High School Soccer (Facebook)

(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.

Adoption Date: February 8, 2000

Revision Date(s): 2/14/06, 6/15/10, 08/14/12, 10/20/17, 7/27/18, 11/14/20, 8/10/21, 8/9/22

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**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

Amber Bambrough / Treasurer  
 Organization Representative/Office Name and Position (printed)

Amber Bambrough  
 Signature

2/1/25  
 Date

Tanner Rivera  
 School Faculty Sponsor / Athletic Coach Name (printed)

Tanner Rivera  
 Signature

2/1/25  
 Date

Adoption Date: February 8, 2000	Revision Date(s): 2/14/06, 6/15/10, 08/14/12, 10/30/13, 11/1/13, 4/14/20, 8/10/21, 8/9/22	Page 2 of 5
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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: Stillwater High School Soccer Booster Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR 23-24

Beginning Cash Balance, July 1, 2023 \$52,318.40

Collections:

Fundraiser, Merchandise Sales, Etc.	\$ 24,663
Donations	\$ 4,000
Parent/Student Contributions - <u>away meals</u>	\$ 10,138
Other (list):	
<u>concession</u>	\$ 12341.85
<u>entrance fees</u>	\$ 2,020
<u>cake fees</u>	\$ 1341.99

\$ 40,504.49

Total Collections

Expenditures:

Fundraising Expenses	\$ 10,918.87
Other (list):	
<u>away meals</u>	\$ 9,014.11
<u>banquet</u>	\$ 14,337.07
<u>expenses request</u>	\$ 19,500.78
<u>travel fees</u>	\$ 15.70
<u>referees</u>	\$ 2940
<u>spring maintenance</u>	\$ 10344.04
<u>scholarships</u>	\$ 5700
<u>Misc, hospitality, senior night, bank fees</u>	\$ 10,436.88

Total Expenditures 4000

\$ 76363.76

Ending Cash Balance, June 30, 2024 \$ 36,459.19

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 23-24 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: Amanda Romo

Date: 2/1/25

Title: Treasurer

Received and reviewed by Chief Financial Officer:

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

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

Adoption Date: February 3, 2000

Revision Date(s): 2/14/06, 6/15/10, 08/13/12, 10/10/17, 7/17/18, 1/11/20, 2/10/21, 8/9/22

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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 High School Soccer Booster Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR 24-25

Beginning Cash Balance, July 1, 2024 \$ 36,459.19

Collections:

Fundraiser, Merchandise Sales, Etc.	\$ <u>13244.94</u>
Donations	\$ _____
Parent/Student Contributions	\$ <u>3.435</u>
Other (list):	\$ _____
<u>COACHES TRAINING</u>	\$ <u>96</u>
_____	\$ _____
_____	\$ _____

Total Collections \$ 110,779.94

Expenditures:

Fundraising Expenses	\$ _____
Other (list):	\$ _____
<u>COACHES MEALS</u>	\$ <u>9190.18</u>
<u>SCREEN PRINTING</u>	\$ <u>1558.01</u>
<u>LEADER DOUGH</u>	\$ <u>5750</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Expenditures \$ 17198.19

Ending Cash Balance, 6/30/2024 \$ 36,080.94

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 24/25 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: Amy Barry Date: 2/1/25

Title: Treasurer

Received and reviewed by Chief Financial Officer:

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