



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: January 14, 2025

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.

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: 9/3/2024 Select One: Initial Application _____ Renewal X

Name of Sanctioned Organization: Will Rogers Elem. PTA

Official Mailing Address for the organization: 1211 N. Washington St

Organization's Taxpayer I.D. Number: 73-1016553 Stillwater, OK 74075

Organization President

Organization Treasurer

Name: Irene Upson

Name: Sharon Edwards

Phone: 620-755-2916

Phone: 405-747-0485

Email: ireneaupson@gmail.com

Email: sharifay.edwards@gmail.com

Organization's Purpose, Goals, and the Benefit to District Students: To support Will Rogers'

Elementary Schools' goals and provide opportunities

for family involvement and advocate for children. WK

PTA has a board of officers and members who serve as
Organizations's Website and/or Social Media Accounts: volunteers.

Facebook - Will Rogers PTA

(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

Will Rogers PTA
 Irene Upson - President
 Organization Representative/Office Name and Position (printed)

Irene Upson
 Signature

9-3-2024
 Date

Dane Sallaska
 School Faculty Sponsor / Athletic Coach Name (printed)

D. Sallaska
 Signature

08/28/2024
 Date

APPLICATION FOR SANCTIONING (Cont.)

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

Name of Organization/Association: Will Rogers PTA

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2023 - 2024

Beginning Cash Balance, July 1, See attached \$

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 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: Hlene Upson

Date: 9-3-2024

Title: President

Received and reviewed by Chief Financial Officer:

Name/Title: _____

Date: _____

Will Rogers PTA End of Year Financial Report 2023-2024

Income:	Budget Estimate	Year to Date
Memberships	500	325
Game Day Parking	13,000	14,885
T Shirts	2,000	1808.25
5th Grade Fundraising	250	
Running Club	400	
Library	1,000	1218.09
Donations	0	
Yearbook	200	800
Restaurant Fund		1161.14
OK PTA		600
Shop to Give		77.44
Meat Fund		998.45
Total Est. Income: \$17,350		YTD: \$21,873.37

Expenses:	Estimated Expenses	Year to Date:
State Membership Dues	500	305.5
5th Grade Graduation	2,000	2315.34
Family Involvement	1,800	342.69
Classroom Fun Activities	1,000	160.49
Field trips	10,000	2330.3
Insurance	680	630
Running Club	300	
STEM	300	
PTA Supplies	300	53.5
T Shirts	1,422	1,422
Teacher Appreciation	2,000	3180.66
Teacher Enrichment	1,000	
Teacher Grants	2,000	578.84
Pre-K	1,000	274.75
Specials Teachers	1,000	495.76
Bank Paper Statements	60	15
Principal Fund	1,000	
Library	1,000	
Playground Enhancements	15,000.00	
Yearbook	700	487.6
Conference Registration		375
Total Est. Expenses: \$43,062.00		YTD: \$12967.43

Checking Account balance as of June 30, 2024= \$43,025.82

APPLICATION FOR SANCTIONING (Cont.)

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

Name of Organization/Association: Will Rogers PTA

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025

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, _____ \$ _____

ATTACHED
ON
NEXT
PAGE!

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: Irene Upson Date: 9-3-2024

Title: President

Received and reviewed by Chief Financial Officer:

Name/Title: _____ Date: _____

Will Rogers PTA Estimated Budget For July 1,2024- June 30, 2025

Income:	Estimated Income
Memberships	400
Game Day Parking	12,000
T Shirts	1,500
5th Grade Fundraising	500
Library	1,000
Donations	0
Yearbook	200
Restaurant Fundraising	1,500
OK PTA	600
Shop to Give	100
Total Estimated Income:	17,800

Estimated carry over from 24-25 as of July 1,2024 Checking: \$44,137.65

Expenses:	Estimated Expenses
State Membership Dues	400
5th Grade Graduation	2,000
Family Involvement	1,500
Field trips- ~\$1000 per grade	7,000
Insurance	630
PTA Supplies	150
T Shirts	1,500
Teacher Appreciation	2,000
Teacher & Classroom Grants	5,000
Principal Fund	1,000
Library	1,000
Playground Enhancements	TBD
Total Estimated Expenses:	22,180

Estimated Account Balance at the end of June 30, 2025: \$21,957.65

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 _____ 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: Emily Berry Date: 8-28-24

Representative: Madhrie [Signature] Date: 8-28-24

Representative: _____ Date: _____

Representative: _____ Date: _____

Representative: _____ Date: _____