

***EXHIBITS AND
FORMS***

Report Type A
BOOSTER CLUB
AUDIT COMMITTEE INSTRUCTIONS

Page 1 of 1
(proper and correct with no exceptions)

EXAMPLE

Clear Creek High School Spirit Booster Club
AUDIT COMMITTEE REPORT
FOR THE TIME PERIOD
July 1, 2004 through June 30, 2005

The financial data contained in the following financial statement(s) for the time period of July 1, 2004, through June 30, 2005, have been audited in detail by the Audit Committee members named below. These members agree that these financial statements are proper and correct to the best of our knowledge. No exceptions were noted during the review.

_____	_____	_____	_____
Printed Name	Title	Signature	Date

_____	_____	_____	_____
Printed Name	Title	Signature	Date

_____	_____	_____	_____
Printed Name	Title	Signature	Date

_____	_____	_____	_____
Printed Name	Title	Signature	Date

Report Type B
BOOSTER CLUB
AUDIT COMMITTEE INSTRUCTIONS

Page 1 of 1
(proper and correct with immaterial exceptions)

EXAMPLE

Clear Creek High School Spirit Booster Club
AUDIT COMMITTEE REPORT
FOR THE TIME PERIOD
July 1, 2004 through June 30, 2005

The financial data contained in the following financial statement(s) for the time period of July 1, 2004, through June 30, 2005, have been audited in detail by the Audit Committee members named below. These members agree that these financial statements are proper and correct, except for the following exceptions.

Check #12586 cleared the bank for \$25.20 instead of \$2.52.

Check #12688 did not have 2 authorized signatures as required by the Booster Club by-laws. The check only contained 1 authorized signature.

The Program Ad Expense account contains six expenses that did not have the related invoices as documentation for the expense. The undocumented expenses totaled \$42.87.

_____ Printed Name	_____ Title	_____ Signature	_____ Date
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_____ Printed Name	_____ Title	_____ Signature	_____ Date
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_____ Printed Name	_____ Title	_____ Signature	_____ Date
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_____ Printed Name	_____ Title	_____ Signature	_____ Date
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Report Type C
BOOSTER CLUB
AUDIT COMMITTEE INSTRUCTIONS

Page 1 of 2
(not proper or correct due to material exceptions)

EXAMPLE

Clear Creek High School Spirit Booster Club
AUDIT COMMITTEE REPORT
FOR THE TIME PERIOD
July 1, 2004 through June 30, 2005

The financial data contained in the following financial statement(s) for the time period of July 1, 2004, through June 30, 2005, have been audited in detail by the Audit Committee members named below. These members agree that these financial statements are not proper and correct, due to the following exceptions.

No documentation of cost existed for the 100 new uniforms purchased.

Checking and savings accounts were not reconciled during the year.

Only one (1) authorized signature appeared on all checks written instead of the two (2) required authorized signatures.

To prevent the above exceptions from occurring in the future, the following steps should be taken:

Documentation of all expenses, such as an invoice, should be received prior to payment of expenses. Documentation should be kept with the other Booster Club records.

All bank accounts should be reconciled on a monthly basis.

All checks issued should be signed by a least two authorized persons.

(not proper or correct due to material exceptions)

EXAMPLE

**Clear Creek High School Spirit Booster Club
AUDIT COMMITTEE REPORT
FOR THE TIME PERIOD
July 1, 2004 through June 30, 2005**

_____ Printed Name	_____ Title	_____ Signature	_____ Date
_____ Printed Name	_____ Title	_____ Signature	_____ Date
_____ Printed Name	_____ Title	_____ Signature	_____ Date
_____ Printed Name	_____ Title	_____ Signature	_____ Date

**Clear Creek High School Spirit Club
CASH BASIS FINANCIAL REPORT
From July 1, 2004 through June 30, 2005**

Beginning Cash Balance as of July, 1, 2004		\$5,235.46
<u>INCOME</u>		
Concession Stand Sales	\$2,111.42	
Fall Dance	\$1,125.22	
Membership Dues (225 members)	\$5,625.00	
Program Ad Sales	\$1,502.25	
T-shirt Sales	<u>\$3,375.00</u>	
Total Income		\$13,738.89
<u>EXPENSES</u>		
Concession Stand Supplies	\$1,355.77	
Fall Dance Expense	\$577.92	
Miscellaneous Supplies	\$450.77	
Postage	\$236.29	
Program Ad Expense	\$742.88	
Cost of T-shirts	<u>\$2,250.00</u>	
Total Expenses		\$5,613.63
Ending Cash Balance as of June 30, 2005		\$13,360.72

Cash Basis Financial Report Prepared By:

Printed Name

Title

Signature

Date

**BOOSTER CLUB
FINANCIAL CERTIFICATION**

To the best of my knowledge, _____
(PTA or Booster Club name)

total **gross receipts** (income)

_____ *do not* exceed \$25,000.

_____ *does* exceed \$25,000
(note: if your annual gross receipts are normally greater than \$25,000, the
Booster Club must file the IRS Form 990 or Form 990 EZ.

for the fiscal year ending _____.

(PTA/Booster Club Officer) (Title) (Date)

(PTA/Booster Club Officer) (Title) (Date)

Forward completed Financial Certification to **The Internal Audit Department no later than August 1, 2005**

**Clear Creek Independent School District
Christie Erickson, Internal Audit
2425 East Main Street
League City, TX 77573**

NOTE: Instructions for Form 990 and Form 990 EZ can be found on the IRS website at www.irs.gov under forms and publications.

EXHIBIT A

**BOOSTER CLUB REGISTRATION
(NEW BOOSTER CLUB)**

To: _____ Campus: _____
(Principal)

Re: Authorization to form a parent support organization/booster club.

Name of Organization:

Purpose of Organization:

Organization to be supported:

Number of parent supporters:

Please submit a roster of members upon approval by the principal. Please provide home addresses, and day and evening phone numbers for all officers.

President:

Vice President:

Treasurer:

Secretary:

A copy of the booster organization's Constitution and Bylaws is to be submitted with this registration form.

Financial statements attached:

Submitted by:
Date: _____ Date: _____

(President)

(Second Officer)

Notary Public in and for the State of Texas
Texas

Notary Public in and for the State of

Date Commission Expires

Date Commission Expires

(Notary Seal)

(Notary Seal)

Accepted by:

(Principal)

(Program Sponsor)

EXHIBIT B

**BOOSTER CLUB REGISTRATION
(CONTINUING BOOSTER CLUB)**

_____ recognizes the authority of
(Campus)
_____ to conduct student and organization related activities
(Booster Club/Organization)
for the benefit of _____.
(Sponsored Program)

This registration is effective for the school year beginning _____ and ending June 30, _____. The signatures affixed below signify acceptance of all Clear Creek Independent School District policies, University Interscholastic League regulations, and Texas State laws regarding administration of booster clubs.

Date: _____

(President)

Date: _____

(Second Officer)

Notary Public in and for the State of Texas

Notary Public in and for the State of Texas

Date Commission Expires

(Notary Seal)

Date Commission Expires

(Notary Seal)

Date: _____

(Principal)

Date: _____

(Program Sponsor)

EXHIBIT C

**CLEAR CREEK INDEPENDENT SCHOOL DISTRICT
REQUEST FOR APPROVAL OF ORGANIZATION
FUND RAISER
Parent/Support Organizations**

To: (Principal)_____

Campus:_____

Organization:_____

Type of Activity/Product to be sold:_____

Vendor:_____

Estimated profit from this fund raiser: \$_____

Profit to be used for:_____

Dates: Beginning_____ Ending_____

Parent Group Chairperson:_____ Date:_____

Signature of Sponsor:_____ Date:_____
(if applicable)

Signature of Principal:_____ Date:_____

Exceptions to Board Policy FJ (LOCAL) shall receive approval in writing from the building Principal and the appropriate Assistant Superintendent.

Assistant Superintendent:_____ Date:_____

All fundraiser requests must be submitted to the Principal for his/her approval in the spring semester of the preceding school year or no later than October 15 of the current school year.

EXHIBIT D

**CLEAR CREEK INDEPENDENT SCHOOL DISTRICT
FUND RAISER FINANCIAL RECAP
Parent/Support Organizations**

Description of Fund Raiser: _____

Program/Sponsor:

Date of Activity:

Multiple days of fund raising should generate funds each day and should be accounted for accordingly.

TOTAL EXPENSES OF FUND RAISING ACTIVITY

Inventory Reconciliation:

Total number of items for sale: _____

Actual number of items sold: _____

Number of items unaccounted for: _____

Income Reconciliation:

Actual number of items sold: _____

Sale price per item: _____

Total Sales: _____

Prepared by: _____ Date: _____

Verified by: _____ Date: _____
Treasurer

Approved by: _____ Date: _____
President

Fundraiser recaps must be submitted to the Bookkeeper no later than two weeks after the completion of the fundraiser.

EXHIBIT E

**BOOSTER CLUB
CHECK REQUEST FORM**

Date: _____

Please make check payable to: _____

Amount: \$ _____

Reason for Expenditure: _____

Please attach all receipts to this form.

Request made by: _____

Check request approved by: _____

Check #: _____

SAMPLE ONLY

EXHIBIT F

**BOOSTER CLUB
CONSTITUTION/BYLAWS
CONSTITUTION**

ARTICLE I The name of this organization shall be the

ARTICLE II The purpose and aim of this non-profit organization is to:

Section I Raise monies for an annual _____
scholarship.

Section II Raise monies for the enhancement and development of
the
_____ program for all
students.

ARTICLE III MEMBERSHIP:

Section I Membership in the

_____, shall be
open to any person interested in the enhancement and
development of the _____ program for all
students.

Section II The title Honorary Membership may be conferred upon
any man or woman whom the organization desires to
honor.

ARTICLE IV OFFICERS:

The officers of this organization shall be a President, Vice President,
Secretary, and a Treasurer. All officers shall be active members in
good standing with a student active in the _____
program.

ARTICLE V MEETINGS:

Section I Meetings of the organization shall be held

Section II Special meetings may be called by the President. The President shall call a special meeting upon written request of five (5) members. No business can be transacted at a called meeting except that for which the meeting was called.

ARTICLE VI AMENDMENTS:

This constitution may be amended at any regular meeting of the organization by a vote of active members present, provided that the proposed amendment has been submitted in writing to the President.

SAMPLE ONLY

BYLAWS

ARTICLE I MEETINGS

Section I The order of business shall be as follows:

- A. Call to Order
- B. Program
- C. Reading of Minutes
- D. Report of Treasurer
- E. Report of Committees
 - 1. Standing Committees
 - 2. Special Committees
- F. Unfinished Business
- G. New Business
- H. Announcements
- I. Coach has floor
- J. Game film viewing
- K. Adjournment

Section II Roberts Rules of Order Revised shall be parliamentary authority.

ARTICLE II DUTIES OF OFFICERS:

Section I The president shall preside at all meetings of the organization and perform all duties pertaining to the office. He/she shall, with the approval of the Board and members, appoint all standing and special committees, and he/she shall be an ex-officio member of all committees.

Section II The vice president shall aid the president with all duties pertaining to the office. He/she shall in the absence of the president, perform all duties of the office of the

president. He/she shall serve as chairman of the Audit Committee and shall furnish the Board and members with the findings of said audit. He/she shall be an ex-officio member of all committees.

Section III The secretary shall keep an accurate record of all the proceedings of the organization and shall furnish the president copies of all minutes to be filed with the appropriate school board members. He/she shall conduct all correspondence of the organization as directed by the president, issues notices of all meetings of the organization, and shall read all communication directed to the organization at its scheduled meeting time.

SAMPLE ONLY

Section IV The treasurer shall keep accurate records on the organization fund raising and purchases. Books will be of audit quality to pass an annual audit by the school district or IRS authority. Accounts should be reconciled monthly, annual state sales tax reports filed and income tax reports to the IRS to be filed annually. Supply the president with monthly balance sheets on the organization's funds balance. Process checks for organization's purchases as approved by President. Checks require the President's signature and one other authorized signee.

ARTICLE III

ELECTION OF OFFICERS:

The president shall appoint a nomination committee of three (3) active members at the December meeting. Booster club members interested in one of the Board positions will be required to contact one of the three (3) nomination committee members to place their name on the ballot. Nominations from the floor will be excepted as a write in on the secret ballot issued at the January meeting. However, if there is only one candidate for any office, the election for that office may be by voice. A majority vote constitutes an election to that position. Newly elected officers shall be installed at the March meeting. Term of office shall be for one year, commencing July 1 and ending June 30 of the following year.

No officer shall serve in the same capacity for more than two (2) years. Vacancies during the year shall be filled by special elections.

ARTICLE IV

DUES:

Dues in the amount of \$15.00 per family shall be paid to the membership committee chairperson who will turn over funds to the treasurer.

ARTICLE V

COMMITTEES:

There shall be standing committees elected at the time board member elections occur. The president retains the right to appoint any member in good standing to any committee created after elections which are held in March, or fill any vacancy during that calendar year.

- A. Revisions Committee
- B. Audit Committee
- C. Nomination
- D. Fund Raising Committee
 - 1. Ads/Program Sales
 - 2. Shirts/Hats etc.
 - 3. Spaghetti Dinner
 - 4. Silent Auction
 - 5. McDonald Pancake
 - 6. Varsity Banquet
 - 7. Scholarship

SAMPLE ONLY

- E. Team Level Representative
 - 1. Varsity
 - 2. Jr. Varsity
 - 3. Sophomore
 - 4. Freshman
 - 5. Freshman

ARTICLE VI

AMENDMENTS:

These bylaws may be amended at any regular meeting of the organization by a vote of the membership in attendance with at least (5%) of the active members present, provided that the proposed amendments shall have been submitted in writing to the Revision Committee and President for study.

