

# Supporting Organizations

Issued 03/19/2007

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Purpose: The purpose of this policy is to define the financial reporting responsibilities of supporting groups within Fox Creek High School. This policy will allow for financial responsibility and accountability.

The organizations of Fox Creek High School are a major factor in the school's success. In an effort to ensure the business and finance of Fox Creek High School are functioning in a well organized manner, the following policy will be followed.

## **PTCA (Parent, Teacher, Community Association)**

1. The school submits a list of anticipated "needs" or requests for the upcoming school year by May 1.
2. All funding requests require a purchase order be submitted to the PTCA Executive Committee for approval. No request will be approved without existing available funds.
3. If the purchase order is approved and upon receipt of the invoice, the Treasurer or PTCA designee will fill out a Check Request form and submit it to the FCHS Business Manager. With sufficient funds, the Business Manager will write the check and two members of the PTCA Executive Committee, with check signing authority, will sign the check. A school official, designated by the PTCA, may be one authorized check signer if the PTCA so desires.
4. All PTCA funds will be held in a separate FCHS checking account with monthly bank statements submitted to Fox Creek High School's accountant and Board members and the PTCA Treasurer.
5. A semi-annual review of PTCA finances by the PTCA Treasurer to the Board is required.

(see next page)

**Booster Club(s)**

Booster Clubs are typically formed and run to support a specific organization or department within the school. For example the Athletic Booster Club supports the Athletic Department which is headed by the Athletic Director or the Band Booster Club supports the Band Department which is headed by the Band Director. For the purpose of this policy, Booster Club will refer to that specific Booster Club (Athletic, Band, ...), Director will refer to the head of the specific Department the Booster Club is supporting (e.g. Athletic Director, Band Director...) and Department will refer to the specific Department in the school..

Also, Booster Clubs typically help organize and supply manpower to support activities of the Department.

1. The Director submits a list of anticipated “needs” or requests for the Department for the upcoming school year by May 1.
2. All funding requests require a purchase order be submitted to the Booster Club Executive Committee for approval. No request will be approved without existing available funds.
3. If the purchase order is approved and upon receipt of the invoice, the Treasurer or Booster Club designee will fill out a Check Request form and submit it to the FCHS Business Manager. With sufficient funds, the Business Manager will write the check and two members of the Booster Club Executive Committee, with check signing authority, will sign the check. A school official, designated by Booster Club, may be one authorized check signer if the Booster Club so desires.
4. All Booster Club funds will be held in a separate FCHS checking account with monthly bank statements submitted to Fox Creek High School’s accountant and Board members and the Booster Club Treasurer.
5. A semi-annual review of Booster Club finances by the Booster Club Treasurer to the Board is required.
6. If the Booster Club Executive Committee so desires, a petty cash fund, not to exceed \$500, may be established as a line item in the Booster Checking account.
7. The following table should be used as guidance to determine where monies collected by the Booster Club are deposited:

**Booster Club:**

- Membership dues
- Profits from Concessions when the Booster Club operates the concession stand
- Activities or events funded and run by the Booster Club (e.g. raffles, car washes, bake sales, spaghetti dinners, Elvis show...)
  
- Spirit/T-shirt sales

**Department:**

- Gate Receipts
- Income from Advertising/Banners Displayed on the field, in the gym, etc
- Events specifically designated to raise funds for the Department (e.g. spaghetti dinners, neighborhood marches, Elvis show...)

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