

WHAT IS RE-AUTHORIZATION AND WHY?

Booster clubs are parent organizations formed primarily to assist student co-curricular groups with obtaining resources for events, supplies, equipment and various expenses. Booster clubs are separate from the District and are not under the control of or the responsibility of, the site administrator, superintendent, or governing board. The district or the students do not control their funds. Booster clubs should not be involved in the administering or supervising of the activities of student groups.

However, governing boards are able to approve guidelines for booster clubs to follow and the organization's fundraising activities. Education Code section 51521 requires that all organizations that conduct fundraising to benefit clubs, schools, students or the district at the K-12 level have prior approval from the school district's governing board or the board-assigned designee.

Reauthorization Forms

Due to the Athletic/Activities Office by **October 2, 2020**

You must use the four forms issued by the district for the 2020/2021 year. You cannot submit documents in Quickbooks, Quicken, etc.

- 1) Application for Reauthorization (Word document)
- 2) In an Excel file are 3 financial documents each with its own tab at the bottom of the spreadsheet:
 - Annual Financial Statement
 - Annual Audit Report
 - Annual Proposed Budget

Form #1 - Application

The booster Club Taxpayer Identification Number for all clubs except Band is: 23-7035339. Booster club president should include initials on blank line in 1st paragraph.

Must list name and address for all the officers, as well as the email addresses for the president and treasurer.

Answer the questions:

- Has the organization changed 501c3 status? Answer: **NO**
- Have the audit procedures changed? Answer: **NO**
- Has the Constitution been amended? If yes, please submit updated document. Answer: **NO**
- Have the Bylaws been amended? If yes, please submit updated document. Answer **YES or NO**
- Did the organization directly pay wages to anyone since last November? Answer: **MUST BE NO**
- Will the organization ask the District to hire or pay wages to anyone? Answer is **YES if** you have any booster-funded coaches.
- Does the organization have any unpaid debts or loans? Answer: **MUST BE NO**

Review the list of attachments at the bottom of the application. In addition to the financial documents, the club must also include:

1. Meeting minutes that document approval of both the election of officers and the proposed budget. These sections **MUST be highlighted** in color in the minutes.
2. A copy of the club's bylaws to be kept on campus that specifies:
 - All members have voting rights - **highlight**
 - Two signatures are required on all checks issued - **highlight**
 - Review your bylaws to be sure they comply with the district's format.

President and treasurer to sign and date on page 2.

Form #2 - Annual Financial Statement

Is a report of the actual income and expenses of the club for the prior fiscal year, July 1, 2019 – June 30, 2020.

- Two signatures required (cannot be electronic signatures)
- Enter the date presented and adopted by the club membership.
- Review notes at the bottom of the form

Important:

Closing Balance on June 30, 2020 must be the same number as the Starting Balance on July 1, 2020 for Annual Proposed Budget

Form #3 - Annual Audit Report

Is an independent confirmation of all financial transactions, accounts and assets of the club for the prior fiscal year, July 1, 2019 – June 30, 2020.

- Adjusts for any outstanding deposits and/or checks that did not clear the bank account in the prior fiscal year.
- Balance in checkbook = adjusted bank statement balance.
- Accounts for any funds in a savings account.
- Auditor must initial the certifications at the bottom of the report.
- Auditor must print name, date completed, phone number, and sign the report.
- President must sign and enter date presented and adopted by the club membership.

Form #3 - Annual Proposed Budget

Is the anticipated income and expenses of the club for the current fiscal year, July 1, 2020 – June 30, 2021.

- Two signatures required
- Enter the date presented and adopted by the club membership.
- Review notes at the bottom of the form

Important:

Starting Balance on July 1, 2020 must be the same number as Closing Balance on June 30, 2020 for Annual Financial Statement.

Submitting the Reauthorization Packet

- A complete packet - hard copies of all forms and attachments - must be submitted in person.
- Activities booster clubs should call Elise Laina (498-3676, ext. 1014) for an appointment for an initial review of the packet.
- Athletic booster clubs should call Karen Randall (498-3676, ext. 1010) for an appointment for an initial review of the packet.
- Forms and attachments will be reviewed by the Assistant Principals of Activities/Athletics, signed by the Principal, and forwarded to the District Office.