

## **P3422 SCHOOL RELATED ORGANIZATION FUNDS**

### **BOARD POLICY:**

**Every school related organization is required to have an annual audit performed of its financial records. The audit is to be performed by a person(s) independent of the organization's treasurer position and a copy forwarded to the financial services department.**

Administrative Implemental Procedures:

1. The term *school related organization* includes all PTA/PTSA, PTO, booster club, and any other non-pupil organization using the name of a USD 259 school.
2. The annual audit may be performed by a professional or by a committee of at least three members of the organization who have no responsibility for the financial records.
3. A copy of the audit, including financial statements, is due in the Financial Services division by July 31 each year.
4. School related organizations that do not comply with this policy will no longer be permitted to use the name of district schools and will be denied access to district buildings for meeting and fund raising purposes.

Administrative Responsibility: Financial Services

Latest Revision Date: November 2006

Previous Revision Date: July 2001 P3422