



# **BOOSTER CLUB HANDBOOK**



**Conejo Valley Unified School District**

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Dear Booster Executive Board and Members,

On behalf of Conejo Valley Unified School District (CVUSD), we would like to thank you for volunteering your time and service to an organization which enhances the experiences offered to our students. CVUSD recognizes that the management of a booster club can be challenging at times. Every CVUSD booster club is an independent, non-profit organization which must abide by all applicable federal, state, and local laws.

These guidelines are provided as a tool for parents/guardians and community members involved with booster clubs. They contain pertinent information required to start or continue an authorized school-connected organization within our district. While these guidelines comply with the District's Board Policies and California law.

We hope that you find these guidelines useful. If you have any questions, please contact the site Principal of your school for more information. Thank you for investing your time and energy into supporting our deserving students!

Sincerely,

Mr. Kenneth Loo  
Assistant Superintendent, Instructional Services  
Conejo Valley Unified School District



## What is a Booster Club?

Booster clubs provide financial support and assistance to help achieve the common goals of the booster club and school programs. They are formed to support specific school athletics and activities for the benefit of students.

Booster clubs are not legal components of the school district. They are their own non-profit school connected organization. Booster clubs are responsible for their own formation, governance, accounting, tax returns and insurance liabilities.

Booster clubs are not to be confused with Associated Student Body (ASB) organizations. The main difference is that ASB's are composed of and are governed by the students. The ASB finance office, club advisors, and students must follow the procedures set by the school district. Booster clubs should serve as supplementary support to the school programs, with all fundraising activities and operations being provided by parents and other adult community members.



## Alternatives to Forming a Booster Club

Establishing and maintaining a booster club can be complicated and require significant volunteer time and effort. If you are only looking to perform a single fundraiser or only intend to operate for a short period of time, it may not be worthwhile to go through the organizational process of starting a new non-profit organization.

There are alternatives to starting a new booster club. You may want to consider some of the following options:

- Many schools already have an existing PTA/PTO organization in which you can volunteer.
- You may want to partner with an existing PTA/PTO organization to perform fundraising activities for your desired purpose and have the PTA/PTO donate funds to the school.
- You may want to volunteer at the school to help fundraise at school-sponsored fundraising events under the direction of the Principal.
- If there is an existing ASB club that is run by students, you may be able to volunteer to help the ASB with their fundraising activities, working with the Club Advisor or Coach.
- If your main intent is to provide a monetary donation, the school site is equipped to accept donations from outside parties. You may direct the donation for a specific purpose; this is called a restricted donation. All restricted donations are subject to review and acceptance by the Board of Education. If the donation is specified for a facilities or technology improvement, the district will need to review the donation in order to ensure that the item will integrate with existing technology and/or that the facility upgrade can be completed as per the state of California architecture requirements.

# Part 1 – Formation of the Booster Club

## Step 1 – Preliminary Approval from Site Administration

The very first step in forming a booster club includes reaching out to the school site Assistant Principal to express your desire to form a school-connected organization and to provide some preliminary information as to the purpose of the club. It is possible that there may be an existing Booster Club that is addressing a similar purpose. If that is the case, it is much easier to partner with an existing organization than it is to create and maintain a new organization.

## Step 2 – File Articles of Incorporation

Articles of Incorporation are required to be filed with the State of California. Instructions and fillable PDF Articles of Incorporation can be found on the California Secretary of State website at:

[Forms | California Secretary of State](#)

Select the option for “Articles of Incorporation- Nonprofit Corporation- Public Benefit”. Follow the instructions and file the Articles of Incorporation accordingly.

## Step 3 – Elect a Executive Board

Advertise that a Booster club for the sport or activities is being formed and take names of interested parents for Executive Board positions.

Schedule a meeting, on the school campus, to vote in the Executive Board. Make sure that the attendees and voting are recorded in meeting minutes.

## Step 4 - Draft and Adopt Bylaws and Constitution

**Minimum Elements of a Constitution and By-Laws (examples can be obtained from the Assistant Principal at your school site)**

*A constitution should minimally include the following elements:*

1. Name and purpose of the organization
2. Membership (i.e., how membership is determined)
3. Executive Board or Officers
  - a. Positions and duties of each position defined
  - b. Elections, qualifications, and term limitations (including officer resignations and impeachments)
4. Method of amendments to the constitution
5. Adoptions or ratification of constitution and any subsequent amendments
6. The composition and membership of committees
7. Finances
8. Meeting schedule

## Step 5 - Obtaining Tax Exempt Status

Booster clubs are not legal components of a school district. Each organization must have its own tax identification number, own bank account, and is directly responsible for compliance with IRS and state reporting and disclosure requirements. Organizations who provide receipts to donors as a “charitable tax deductible donation” must be officially approved by IRS as a 501(c)(3) tax-exempt organization. It is the organization’s responsibility to be both knowledgeable and compliant with all state and federal laws.

Booster and parent groups are encouraged to contact the Internal Revenue Service and the Franchise Tax Board in order to obtain a tax-exempt status for their organization.

**The booster club shall not use the district's tax-exempt status and identification number. It shall be responsible for its own tax status, accounting, internal controls, financial reporting, retention of records, and other operations.**

State and Federal forms and further information can be found at the following Web sites:

### *Tax Identification Number*

Form SS-4, “Application for Employer Identification Number”

Instructions: <http://www.irs.gov/pub/irs-pdf/iss4.pdf>

Fill-in form: <http://www.irs.gov/pub/irs-pdf/fss4.pdf>

### *Non-Profit Status*

Publication 557, “Tax-Exempt Status for Your Organization”

<http://www.irs.gov/pub/irs-pdf/p557.pdf>

Package 1023, “Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code” Includes fill-in form 1023, instructions for form 1023, and form 872-C: <http://www.irs.gov/charities/article/0,,id=139469,00.html>

Form 8718, “User Fee For Exempt Organization”

<http://www.irs.gov/pub/irs-pdf/f8718.pdf>

California Forms and Instructions Form 3500 Booklet, “Exemption Application Booklet” Includes instructions and two copies of form 3500.

[http://www.ftb.ca.gov/forms/2008/08\\_3500bk.pdf](http://www.ftb.ca.gov/forms/2008/08_3500bk.pdf)

Consult Tax Tips Pamphlet No. 18, “Sales and Use Tax Guide for Volunteer and Nonprofit Fundraising Organizations” to determine what may and may not be taxable. <http://www.boe.ca.gov/pdf/pub18.pdf>

## Step 6- Open a Bank Account

The booster club Board will need to take action in a regular board meeting to open a bank account. The motion/action should indicate which banking organization, who the authorized signers will be, and require a minimum of two signatures. The action should also indicate if the Board authorizes anyone to be issued a debit card or prohibits it. In general, debit cards are discouraged and credit cards prohibited as they are high risk for fraudulent transactions and embezzlement. Once this action is documented in the board minutes, contact the banking organization to find out the requirements for opening an account.

Many banks will require copies of Articles of Incorporation, bylaws, EIN, proof of 501 ©3 status, and minutes. Each banking entity is different and may have different requirements. Complete the banking requirements and obtain checks for the checking account so operations may commence.

## Step 7 – Obtain Liability Insurance

Documentation with requirements for insurance limits and processes are listed under the Resource Page.

## Step 8 – Application for School and District Approval

Once the organization is officially formed, complete the CVUSD Authorization application and instructions included in the exhibits of this handbook. Submit the packet to the school site Assistant Principal. If approved, authorization is valid for a period of one calendar year (January 1-December 31). The application must be updated and re-submitted to the school each school year for re-authorization. CVUSD retains the right to revoke authorization for any reason. Once you have received final approval from CVUSD, you may commence fundraising and other operational activities.



## PART II – Operating a Booster Club

### Fundraising Activities

In accordance with Education Code Section 51521, programs, fundraisers or other activities sponsored by booster clubs must be authorized and conducted according to local board policy, local and state laws, and school rules. As part of the authorization and reauthorization process, each booster club shall submit to the principal or designee a list of the fundraising events that each organization proposes to hold that year. The principal or designee shall review the proposed events and determine whether the events are in conflict with or detract from the school's educational program.

*The following are guidelines for booster/parent organizations fundraising activities within Conejo Valley Unified School District:*

1. Use of the districts'/schools' name in fundraising activities should be approved by the school principal or designee and will comply with district policies and state law.
2. Students shall not be involved in fundraising activities except as volunteers for the booster organization and in accordance with California Education Code 51520, which limits solicitation of pupils on campus during the instructional day.
3. All booster funds are collected and maintained by the organization. The district's tax identification number cannot and will not be used. No booster funds shall be kept in ASB accounts.

### Opportunity Drawings

Penal Code Sections 320 and 320.5 authorize, under defined circumstances, eligible organizations to conduct opportunity drawings, which require the payment of a fee for a chance to win a prize.. Public schools are not "eligible organizations to hold raffles" but parent organizations (i.e., booster clubs) with a 501(c)(3) status are. Information on how to conduct legal opportunity drawing can be obtained by going to the California Attorney General's Website: [www.ag.ca.gov](http://www.ag.ca.gov). A few basic guidelines are:

At least 90% of the proceeds must go to the organization (**50/50 drawings are illegal**) Opportunity drawings must have a general and indiscriminate distribution of tickets. All tickets are offered on the same terms and conditions as the tickets for which a donation is given **AND** the ticket holder does not have to pay to win.

### Use of School Facilities

State law and Board Policy and Administrative Regulations 1330 (a)-(c) regulate community programs on district property. A CVUSD Facility Use form should be submitted electronically via Facilitron.com 30 days before the intended activity.

The following documents must be uploaded:

1. A current insurance certificate showing CVUSD (not the school site) as a Certificate Holder in the minimum amount of \$1,000,000.
2. A current Additional Insured Endorsement showing CVUSD as an Additional insured.
3. Evidence that SAM (sexual abuse/molestation) insurance is not excluded.

### [Facilitron](#)

In addition, if a booster club has an event to which an outside vendor is participating, the vendor's insurance, covering CVUSD, is required.

## **School-Connected Food Sales**

Booster clubs must comply with state law as well as district policies and regulations on the sale of food on school premises. Food sales can only be held thirty (30) minutes before or after the school day. Booster and parent organizations are encouraged to review and become knowledgeable of applicable laws including county food handling requirements, State and Federal nutritional standards, as well as the district's Wellness Policy. Additional information is available from the department of Child Nutrition Services.

## **Support Personnel**

The booster club shall not hire or directly pay any district employee. If a booster club wishes to pay for additional and/or extracurricular services, the person to provide the services shall be hired through the district's personnel department, provided the Board approves the position. At their discretion, employees may volunteer to perform activities for the booster club during non working hours.

All staff/coaches working in direct contact with students MUST be fully cleared by the Human Resources department before starting their assignment. The school site principal will receive an email from Human Resources confirming the staff members/coaches clearance. All booster club paid coaches/advisor stipends must be approved before a time sheet can be released for payment. The Booster Agreement Form must be submitted to the Athletics/ Activities office no later than:

<u>Summer Sports/Activities:</u>	The last Friday in May
<u>Fall Sports/Activities:</u>	The last Friday in August
<u>Winter Sports/Activities:</u>	The last Friday in November
<u>Spring Sports/Activities:</u>	The last Friday in February

\*Note: Payments will be received by the coach/advisor the following month.

Coaches/Advisor stipends may not exceed the maximum amount allowed as set by CVUSD. See list on Resource Page.



## Limitation of Liability

1. School personnel should not try to manage or direct booster clubs. Appropriate advice on use of the school's name by a booster or parent organization is recommended.
2. The school should not cause others to believe it is in charge or has any responsibility for a booster or parent organization.
3. The school should send a letter of understanding to each booster club that explains the organization is not authorized to act as an agent or represent itself as an agent of the school or district:
  - a. The same letter should clarify that booster clubs should not use district or school letterhead for carrying out its business.
  - b. The school should require the booster club to acknowledge receipt of the letter and to agree to abide by its terms.

## Membership

1. Parents, community members, and staff may be members of any booster club.
2. The principal or designee shall maintain on-going communication with the organization.
3. Membership donations may be used for raising funds for specific projects for the schools, but school donations may not be a requirement of parents or students to participate in school activities.

## Liability

The booster club shall not act as an agent of the district or school.

The booster club shall use a separate name and logo. Any use of a name or logo affiliated with the district, a district school, or a school team shall require the prior consent of the Superintendent or designee.

District liability, however, for conduct and activities of an organization established for the purpose of supporting the district may be based upon the nature of the relationship between the two entities. That relationship may be contractual or based on the amount of district control or on the fact that the district is the beneficiary of the organization's activities.

Therefore, it is likely that a lawsuit based upon an activity of the organization will also name the district and seek a finding of joint liability. Whether the district is appropriately named or not, the district will incur legal expenses in defending the lawsuit.

A district may more effectively limit its exposure by adequately supervising and monitoring the activities of a booster club. Familiarization with applicable statutes, regulations and reporting requirements will assist the district in ensuring the proper conduct of the group's activities and therefore lessen the amount of district exposure.

## Administration and Expenditure of Funds

**Funds of the booster club shall not be commingled with district funds, including ASB funds.**

*Administration and expenditure of funds guidelines:*

1. The treasurer's books and accounts shall be open to audit by a committee of members, one of which may be the principal of the school or his/her designated representative.
2. Upon dissolution of the group, all funds from that booster can be transferred to the respective school's general student body funds, or directly to other booster clubs at their school. The district office shall be advised in writing of the dissolution and transfer of funds.
3. Gifts to the student body of money or of approved materials may be made when approved by the principal or designee.

Funds raised by booster organizations are to be used to support programs; however, **no student will be required to raise funds to participate in school programs and events.** There is no "pay to play" in California schools and booster clubs cannot require parents to contribute or fundraise in order to participate in school activities. Additionally, the California Constitution provides for a free public school system. **Students cannot be charged mandatory fees or charges as it relates to K-12 education.**

Any profits from fundraising activities that are not spent for the booster club's exempt purpose **cannot be returned** to its members or families. In addition, funds shall not be deposited to the school and then directed to individual students or families. This is considered a gift of public funds and is prohibited by the California Constitution.

## Financial and Accounting Requirements

Booster clubs are responsible for ensuring that proper internal controls exist for all their financial activities. In accordance with its bylaws, each booster club should elect a treasurer who is assigned responsibility for recording, documenting, and organizing all financial activities.

Booster clubs should adhere to sound business practices and maintain adequate systems of control. These include, but are not limited to, the following:

### Financial Statements and Treasury

The treasurer or designated officer should prepare monthly financial statements that are presented to the organization along with a copy of the most current bank statement and reconciliation. Financial statements may include cash receipts, cash disbursements, checking account beginning and ending balances, balance sheets, income statements and other relevant items. A budget should be developed at the beginning of the year to project expected revenues and expenses and should be reviewed frequently and revised as needed. An auditor who is independent of the treasurer should be appointed and should report directly to the booster club board.

The auditor should review all the financial records, journals, check registers, invoices, receipts, bank statements, and other financial information at least annually.

### **Cash Receipts and Bank Reconciliation**

Use pre-numbered receipt books and maintain supporting backup documentation. Ensure preparation of duplicate deposit, cash count, and fundraising forms. Bank deposits should be made intact and in a timely manner. Someone other than the individuals(s) responsible for depositing funds and writing checks should perform bank reconciliations monthly. Booster clubs are required to maintain their own bank accounts. Funds should not be commingled with personal funds and/or deposited into personal bank accounts. Cash should always be counted with two booster members present.

### **Cash Disbursements**

Purchases should be approved in advance by the board and evidenced in the board meeting minutes. Checks should require a minimum of two signatures. Backup for the check (i.e., copy of invoice) should be provided and reviewed while the check is being signed by the appropriate check signer(s).

### **Audits and Audit Committee**

The treasurer's books and accounts shall be open to audit by a committee of booster members. An audit of the booster club's financial records should be conducted at the conclusion of each fiscal year. The audit committee should be composed of individuals who are independent of day-to-day financial activities. Once completed, the audit committee should report to the Booster Board and general membership as to any findings or considerations discovered in the audit. Any discrepancies noted shall be brought to the attention of the president of the organization and a resolution reached and implemented. All officers of the organization shall make records available as requested by the committee. As an alternative to an audit committee, an audit may be conducted by

### **Retention of Records**

Since voluntary organizations often suffer from the constant turnover of officers and members, it is important that the activities of the organization be clearly documented and that a procedure for retaining those documents be established. Among the documents that should be retained by the organization are:

1. Cash receipts
2. Cash disbursements and general ledger
3. Bank records
4. Income tax returns
5. Minutes of meetings as defined by the organization by-laws

It is recommended that the organization obtain a safety deposit box or a similar storage facility to ensure security of important documents.

## **Termination or Dissolution of the Booster Organization**

Upon dissolution of the booster organization, the organization maintains responsibility for filing all final tax returns and appropriate documentation with the State and Federal authorities to officially close the organization and cease all operations.

## **Booster Club Charter Bus Agreements**

If a coach and a booster club request a Charter Bus instead of a regular school bus, the following procedures must be followed:

1. The booster club must approve the use of the Charter Bus and the additional cost of taking this form of transportation.
2. Site Administration will have final approval on the authorization of alternate forms of travel, including charter buses.
3. Submit a Booster Club/Charter Bus Pay Agreement form to the Athletic/Activities Office.
4. Cost Formula

School Transportation Donations will only support the standard Durham Bus services for the same trip while the Booster Club will be responsible for anything above and beyond.

The District will send the boosters an invoice of the total cost of the charter minus the school bus charge.

## General Do's and Don'ts of Booster Clubs

### What to do:

- Obtain tax identification number and tax-exempt status, if applicable.
- Open financial accounts under the above criteria. Maintain records for continued status.
- Create a logo and name to be used; the school or district is separate. High school or district logos should not be used without specific authorization of the Superintendent/designee; booster clubs and parent organizations have their own identity.
- Maintain relationship with principal and his/her designee for input of needs.
- Donate funds to ASB accounts for specific student teams/groups
- Consult the District Planning department prior to purchasing items that require installation or business office prior to purchasing goods or services that require ongoing maintenance contracts.
- Use the words "Recommended Donation" when communicating with your families regarding your program.
- Conduct all booster meetings and activities on your school site campus • Include the following exclusion statement on all requests for money:  
**California law guarantees students a public education free of charge, including extracurricular activities. Students are therefore entitled access to educational activities, and to all materials, supplies, equipment and uniforms necessary for the educational activity, without charges or security deposits. There are some narrow fee authorizations in the law, and we ask for and encourage donations to assist us in our effort to continue providing high quality courses and activities, but all donations are strictly voluntary. Please visit your CVUSD High School website for more information, and/or contact the Principal if you have any questions or concerns.**
- Submit the names of booster member(s) that are running the social media for your club and register your accounts with the Assistant Principal at your site. • Advertise your club events and fundraisers on campus via: Daily Bulletin, Marquee Messages, School's Weekly Communication.

### What NOT to do:

- Conduct fundraiser activities requiring students to participate.
- Co-mingle booster or parent organization funds with ASB funds.
- Represent booster or parent organization activities as those of the Conejo Valley Unified School District or one of its schools.
- Use the word "fee" on any of your communications.
- Send out invoices to families that have not donated to the program
- Inform your coach or activity advisor who has/has not submitted donations
- Try to use ASB funds to pay coaches. This will be denied.
- Issue checks payable to CASH
- Pre-sign checks

## Resource Page

- [Booster Authorization/Reauthorization Packet](#)
- [Booster Insurance Requirements](#)
- [Booster Club Authorization for Payment](#)
- [CVUSD Athletics Coaches Stipends List](#)
- [CVUSD Advisors Stipends List](#)
- [Daily Bulletin Request](#) - To advertise club events to the students
- [ASB Request](#) - For posters, flyers, and other ASB assistance to your club
- [Uniform Loan Agreement](#)
- [Facilitron](#)
- [FCMAT Information for Boosters](#)





## BOOSTER APPLICATION for REAUTHORIZATION 2023-2024

Name of Organization: Official Booster Name

501(c)3 ID: \_\_\_\_\_ # of Students \_\_\_\_\_

2023-2024 Officers	Name	Address	City & Zip	Phone
President/Chair				
President Email				
Vice Pres/Chair				
Secretary				
Treasurer				
Treasurer's Email				
Auditor				
Auditor's Email				

### LIST of REQUIRED ATTACHMENTS

1. Signature Page (TAB 1)
2. Annual Financial Statement (TAB 2)
3. Audit (TAB 3)
  - Attachment A: Annual Reconciliation (TAB 4)
  - Bank Statement (June 30, 2022 & reconciliation report)
 

Adjusted Bank Balance: July 1, 2022 <b>Starting Balance</b>	\$ -
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  - Bank Statement (June 30, 2023 & reconciliation report)
 

Adjusted Bank Balance: June 30, 2023 <b>Ending Balance</b>	\$ -
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4. Budget 2023-2024 (TAB 5)
5. Booster Insurance Policy
6. Off Season Facilities Plans (Tab 6)
7. Booster Club Elections Minutes (Spring 2023), reflecting board elections
8. Booster Club Minutes: Updated ByLaw ratification
9. Booster Club Budget & Audit Minutes (Fall 2023), reflecting approval of attached budget.
10. Signature Page

## Official Booster Name Signature Page

**Since the last approval**

1. Has the Organization changed its 501(c)3 status? \_\_\_\_\_
2. Have audit procedures changed? \_\_\_\_\_
3. Has the Constitution been amended? (If yes, please submit an updated document) \_\_\_\_\_
4. Have the Bylaws been amended? (If yes, please submit an updated document) \_\_\_\_\_
5. Did the organization pay wages to anyone since last November? \_\_\_\_\_
6. Will the organization ask the School District to hire or pay wages to anyone? \_\_\_\_\_
7. Does the organization have any unpaid debts or loans \_\_\_\_\_

**NOTE: Booster Clubs are not permitted to hire or pay wages to anyone directly.**

I understand and agree that all officers of this booster club are expected to (president please initial by each)

- (1) Appropriately support all staff who have responsibility for the program or activity being supported by this booster club, \_\_\_\_\_
- (2) Appropriately support all student participants, \_\_\_\_\_
- (3) Promote appropriate, supportive behavior and sportsmanship among all members of the booster club, a \_\_\_\_\_
- (4) Adhere to all regulations pertaining to AB 1575 (Student Fees) (see below\*) \_\_\_\_\_

**\*Section 5 of Article IX of the State of California Constitution guarantees students a "free public education."** The State Supreme Court concluded in the 1984 case of Hartzell v. Connell (35 Cal.3d.899 (1984)), "that all educational activities carried on by public school districts, extra-curricular as well as curricular, must be without cost to the students who participate in such activities." This same ruling found that "mandatory fees for participating in such extra-curricular activities as drama, music, and athletic competition were illegal under the State Constitution." Furthermore, they also rejected the argument that "fees could be charged so long as the district waived fees for students who were financially unable to pay."

**I have examined this application and have been advised on AB 1575 regulations by site administration. To the best of my knowledge, this application is accurate and complete.**

Date	President's Signature	Name (typed or printed)

Date	Treasurer's Signature	Name (typed or printed)

# Official Booster Name Annual REPORT

\* can submit MoneyMinders Income & Expense report for the year

	STARTING BALANCE JULY 1, 2022		\$	-
INCOME	Income	Expense	NET	
<b>Donations</b>				
Parent/Family Dontations	\$ -	\$ -	\$	-
Company Match	\$ -	\$ -	\$	-
Sponsor Signs/Banners	\$ -	\$ -	\$	-
	\$ -	\$ -	\$	-
	\$ -	\$ -	\$	-
<b>Donations Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$</b>	<b>-</b>
<b>Fundraisers</b>				
Spirit Wear	\$ -	\$ -	\$	-
Restaurant Nights	\$ -	\$ -	\$	-
Snack Bar	\$ -	\$ -	\$	-
fundraiser 4	\$ -	\$ -	\$	-
fundraiser 5	\$ -	\$ -	\$	-
<b>Fundraisers Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$</b>	<b>-</b>
<b>Productions</b>				
Production 1	\$ -	\$ -	\$	-
Production 2	\$ -	\$ -	\$	-
	\$ -	\$ -	\$	-
	\$ -	\$ -	\$	-
	\$ -	\$ -	\$	-
<b>Production Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$</b>	<b>-</b>
<b>Gaming Fundraiser</b>				
Poker Tournament	\$ -	\$ -	\$	-
Casino Night	\$ -	\$ -	\$	-
Raffle	\$ -	\$ -	\$	-
<b>Gaming Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$</b>	<b>-</b>
EXPENSES	Income	Expense	NET	
<b>Team Expenses</b>				
Coaches Clinics	\$ -	\$ -	\$	-
Equipement (Training and Practice)	\$ -	\$ -	\$	-
Locker Room	\$ -	\$ -	\$	-
Media Guide	\$ -	\$ -	\$	-
Stadium Clean-up	\$ -	\$ -	\$	-
Video Support	\$ -	\$ -	\$	-
<b>Team Expense Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$</b>	<b>-</b>

<b>Uniforms</b>					
Coaches Apparel	\$	-	\$	-	\$ -
Jackets, Bags	\$	-	\$	-	\$ -
Uniforms	\$	-	\$	-	\$ -
<b>Uniform Totals</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>

<b>TEAM &amp; YEAR END ACTIVITIES</b>					
Awards & Gifts	\$	-	\$	-	\$ -
Banquet	\$	-	\$	-	\$ -
Senior Scholarships	\$	-	\$	-	\$ -
Senior Night	\$	-	\$	-	\$ -
Team Parties	\$	-	\$	-	\$ -
<b>Team &amp; Year End Activity Totals</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>

<b>PD through the DISTRICT</b>					
Coaches Pay	\$	-	\$	-	\$ -
Custodial	\$	-	\$	-	\$ -
Transportation	\$	-	\$	-	\$ -
	\$	-	\$	-	\$ -
2021-2022 Expenses (billed in 2022-2023 school year)	\$	-	\$	-	\$ -
<b>PD through the DISTRICT</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>

<b>Operating Expenses</b>					
Booster Operating Expenses (Tax Preparation)	\$	-	\$	-	\$ -
Insurance	\$	-	\$	-	\$ -
Office Supplies	\$	-	\$	-	\$ -
Software (Zoom, MoneyMinder, Google Storage,	\$	-	\$	-	\$ -
	\$	-	\$	-	\$ -
	\$	-	\$	-	\$ -
<b>Operating Expenses Totals</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>

<b>Tournaments / Trips</b>					
Pledges/Payments	\$	-	\$	-	\$ -
Fundraisers	\$	-	\$	-	\$ -
Lodging	\$	-	\$	-	\$ -
Transportation (not pd to district)	\$	-	\$	-	\$ -
Food	\$	-	\$	-	\$ -
Activites	\$	-	\$	-	\$ -
<b>Tournaments / Trips</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>

<b>TOTAL 2022-2023 INCOME &amp; EXPENSES</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>
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**ENDING BALANCE JUNE 30, 2023 \$ -**

**READY TO SUBMIT**

# Official Booster Name

## AUDIT REPORT

Treasurer (22-23) \_\_\_\_\_

Auditor \_\_\_\_\_

**ADMINISTRATION**

Is Insurance in place	Yes	No
Is CVUSD named	Yes	No
If you received a city grant, is CRPD named	Yes	No

**BANKING**

Were all transactions properly categorized according to budget?	Yes	No
Is there a signed check request as well as an invoice/bill/receipt for each expenditure?	Yes	No
Were all expenditures part of the budget?	Yes	No
Are all checks sequentially numbered & accounted for (including voided checks)? Please list any missing checks below.	Yes	No
Were there 2 signatures on all checks?	Yes	No
Were all bank reconciliations completed?	Yes	No
Are Treasurer's Reports on file (for each month)?	Yes	No
Balance on hand at year end (register ending balance):	\$0.00	

**CERTIFICATION: (Initials, Signatures, Dates, and Phone Number are Required)**

As official Auditor, together with one or more other official Board Members:

- \* I have reviewed the above Bank Account information and find it to be correct: \_\_\_\_\_
- \* I have reviewed all checks written against their receipts and find them to be correct: \_\_\_\_\_
- \* I have reviewed all deposits, cash and other accounting and find them to be correct: \_\_\_\_\_

I, hereby submit this Annual Audit Report to the Booster Club for approval

*Auditor's Signature\*:*

*Date Completed:*

*Print Auditor Name\*:*

*Auditor Telephone:*

\*Auditor cannot be an officer of the booster club nor related to a booster club officer, or an employee of TOHS.

\_\_\_\_\_  
President's Signature:

Date Adopted: \_\_\_\_\_

\*audit adoption should be highlighted in minutes and included in the reauthorization packet.

## Official Booster Name

### AUDIT: Attachment A (Annual Reconciliation Report)

\*MoneyMinder Annual Audit Report can be used in place of this

<b>BANK REGISTER BALANCES as of July 1, 2022</b>		
1	Checking	\$ -
2	Savings	\$ -
3	Cash Box	\$ -
	<b>Other Accounts</b>	
4		\$ -
5		\$ -
6		\$ -
7		\$ -
8		\$ -
9		\$ -
10		\$ -
<b>TOTAL STARTING BALANCE JULY 1, 2022</b>		<b>\$ -</b>
Plus: Deposits/receipts (Jul 1, 22 - Jun 30, 23)		\$ -
Minus: Withdrawals/payments		\$ -
<b>CHECKBOOK REGISTER as of JUNE 30, 2023</b>		<b>\$ -</b>

<b>BANK STATEMENT BALANCES as of JUNE 30, 2023</b>		
1	Checking	\$ -
2	Savings	\$ -
3	Cash Box	\$ -
	<b>Other Accounts</b>	
4		\$ -
5		\$ -
6		\$ -
7		\$ -
8		\$ -
9		\$ -
10		\$ -
<b>TOTAL BANK STATEMENT BALANCE as of JUNE 30, 2023</b>		<b>\$ -</b>
Plus: UNCLEARED DEPOSITS		\$ -
Minus: UNCLEARED CHECKS		\$ -
<b>ADJUSTED BANK STATEMENT BALANCE as of JUNE 30, 2023</b>		<b>\$ -</b>

REPORT READY to SUBMIT

# Official Booster Name

## BUDGET REPORT 2023-2024

\* can submit MoneyMinders Income & Expense report for the year

STARTING BALANCE JULY 1, 2023				\$	-
INCOME	Income	Expense	NET		
<b>Donations</b>					
Parent/Family Dontations	\$ -	\$ -	\$ -	\$ -	-
Company Match	\$ -	\$ -	\$ -	\$ -	-
Sponsor Signs/Banners	\$ -	\$ -	\$ -	\$ -	-
	\$ -	\$ -	\$ -	\$ -	-
<b>Donations Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Fundraisers</b>					
Spirit Wear	\$ -	\$ -	\$ -	\$ -	-
Restaurant Nights	\$ -	\$ -	\$ -	\$ -	-
Snack Bar	\$ -	\$ -	\$ -	\$ -	-
<i>fundraiser 4</i>	\$ -	\$ -	\$ -	\$ -	-
<i>fundraiser 5</i>	\$ -	\$ -	\$ -	\$ -	-
<b>Fundraisers Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Productions</b>					
Production 1	\$ -	\$ -	\$ -	\$ -	-
Production 2	\$ -	\$ -	\$ -	\$ -	-
	\$ -	\$ -	\$ -	\$ -	-
	\$ -	\$ -	\$ -	\$ -	-
	\$ -	\$ -	\$ -	\$ -	-
<b>Production Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Gaming Fundraiser</b>					
Poker Tournament	\$ -	\$ -	\$ -	\$ -	-
Casino Night	\$ -	\$ -	\$ -	\$ -	-
Raffle	\$ -	\$ -	\$ -	\$ -	-
<b>Gaming Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
EXPENSES	Income	Expense	NET		
<b>Team Expenses</b>					
Coaches Clinics	\$ -	\$ -	\$ -	\$ -	-
Equipment (Training and Practice)	\$ -	\$ -	\$ -	\$ -	-
Locker Room	\$ -	\$ -	\$ -	\$ -	-
Media Guide	\$ -	\$ -	\$ -	\$ -	-
Stadium Clean-up	\$ -	\$ -	\$ -	\$ -	-
Video Support	\$ -	\$ -	\$ -	\$ -	-

<b>Team Expense Totals</b>	\$	-	\$	-	\$	-
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<b>Uniforms</b>						
Coaches Apparel	\$	-	\$	-	\$	-
Jackets, Bags	\$	-	\$	-	\$	-
Uniforms	\$	-	\$	-	\$	-
<b>Uniform Totals</b>	\$	-	\$	-	\$	-

<b>TEAM &amp; YEAR END ACTIVITIES</b>						
Awards & Gifts	\$	-	\$	-	\$	-
Banquet	\$	-	\$	-	\$	-
Senior Scholarships	\$	-	\$	-	\$	-
Senior Night	\$	-	\$	-	\$	-
Team Parties	\$	-	\$	-	\$	-
<b>Team &amp; Year End Activity Totals</b>	\$	-	\$	-	\$	-

<b>PD through the DISTRICT</b>						
Coaches Pay	\$	-	\$	-	\$	-
Custodial	\$	-	\$	-	\$	-
Transportation	\$	-	\$	-	\$	-
2021-2022 Expenses (billed in 2022-2023 school year)	\$	-	\$	-	\$	-
<b>PD through the DISTRICT</b>	\$	-	\$	-	\$	-

<b>Operating Expenses</b>						
Booster Operating Expenses (Tax Preparation)	\$	-	\$	-	\$	-
Insurance	\$	-	\$	-	\$	-
Office Supplies	\$	-	\$	-	\$	-
Software (Zoom, MoneyMinder, Google Storage, ...)	\$	-	\$	-	\$	-
	\$	-	\$	-	\$	-
<b>Operating Expenses Totals</b>	\$	-	\$	-	\$	-

<b>Tournaments / Trips</b>						
Pledges/Payments	\$	-	\$	-	\$	-
Fundraisers	\$	-	\$	-	\$	-
Lodging	\$	-	\$	-	\$	-
Transportation (not pd to district)	\$	-	\$	-	\$	-
Food	\$	-	\$	-	\$	-
Activites	\$	-	\$	-	\$	-
<b>Tournaments / Trips</b>	\$	-	\$	-	\$	-

<b>TOTAL 2022-2023 INCOME &amp; EXPENSES</b>	\$	-	\$	-	\$	-
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**ENDING BALANCE JUNE 30, 2023**    \$    -

# **BOOSTER CLUBS HOLD HARMLESS AGREEMENT**

Booster clubs and its officers or operators will agree to indemnify, defend, and hold harmless the Conejo Unified School District, its Board Members, officers, agents, teachers, staff or any other employees from any damage injury or harm involving any student, parent or third party arising from or which occurs in any way as a result of or related to Booster Club activity regardless of location, including every claim or demand made, every liability, loss, damage, or expense, of any nature whatsoever by any student, parent or third party which may be incurred by reason of:

Death or bodily injury to persons, loss of or injury to property, or any loss, damage or expense which may have been sustained by the Booster Club or its representatives or participants, including any corporations, district employees, firm or corporation employed by the Booster Club which arises from negligence or misconduct on the part of the Booster Club, its representatives, students or participants, or which in any way is related to Booster Club activity, regardless of date, time or location.

Any injury to or death of persons or damage to property, any loss or theft sustained by persons, firms or corporations, including the applicant participating in Booster Club activity or conduct related to Booster Club activity, or otherwise arising from any act of neglect, default, omission, negligence or willful misconduct of the Applicant, its members, or any person, firm or corporation employed by the Applicant, either directly or by independent contract, and attributable in connection with the activity covered by this agreement, on or off District property and during or outside of school hours.

Booster clubs, at their own expense, cost, and risk, shall defend any and all actions, suits or other proceedings that may be brought or instituted against the District, its Board, officers, agents, or employees and shall pay or satisfy any such claim, demand, liability or judgment rendered against the District, its Board, officers, agents, or employees in any action, suit or other proceedings arising out of the booster activities.

**ACKNOWLEDGED BY BOOSTER CLUB PRESIDENT:**

Print Name/ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Conejo Valley Unified School District

