

PARENT ORGANIZATION/BOOSTER ORGANIZATION
ANNUAL REVIEW FORM

An annual review of the financial transactions of all parent organizations should be conducted by at least three members of the Executive Board and a copy filed with the District Finance Office no later than September 30th of each year for the previous fiscal year July 1st through June 30th. The review committee should not include Executive Board members who have issued checks on behalf of the organization.

Information necessary for audit confirmation is as follows:

Beginning Cash July 1st, _____ \$ _____

Revenue July 1st thru June 30th \$ _____

Expenditures July 1st thru June 30th \$ _____

Ending Cash June 30th, _____ \$ _____

The above information is submitted by: _____
Treasurer

Name of Parent Organization: _____
Please print

The review was conducted by the following individuals:

1. _____ Board Position _____
Signature Please print

2. _____ Board Position _____
Signature Please print

3. _____ Board Position _____
Signature Please print

All purchases by such organizations shall be billed directly to them and sent to their mailing addresses and not to the schools or the District. Equipment and material purchased by these organizations and presented to the school shall become the property of the school and under the control of the Board.