

**Kennewick School District  
School Support Organization  
Request for Recognition**  
(This Form Must Be Submitted Annually)

Name of Group \_\_\_\_\_ School \_\_\_\_\_

Purpose of Group \_\_\_\_\_

Officers \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Meeting Schedule \_\_\_\_\_

Banking Institution / Signatories \_\_\_\_\_

Fundraising Plans \_\_\_\_\_

Expected Use(s) of Funds Raised \_\_\_\_\_

\_\_\_\_\_

We agree to operate under the policies and procedures of the Kennewick School District and in accordance with the financial guidelines in Policy 4600 and Procedure 4600. We understand that failing to do so will result in the Kennewick School District separating itself from any association with the School Support Group and barring the group from any connection with KSD activities and students.

\_\_\_\_\_  
Officer

\_\_\_\_\_  
Officer

\_\_\_\_\_  
Officer

\_\_\_\_\_  
Officer

Please attach a current copy of your Washington Nonprofit Corporation Articles of Incorporation.

I hereby grant approval for the above named group to operate during the \_\_\_\_\_ school year.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

## **Financial Procedures/Accounting Procedures**

The name on any bank account, security, or other investment should be that of the incorporated school support organization.

All bills should be paid by check, and pre-signing blank checks is prohibited. For disbursements, pre-numbered bank checks should be used that require two signatures.

Each check written should be substantiated with a receipt or invoice. The treasurer should write the check number and date paid on the invoice or receipt.

A receipt should be issued any time cash is turned over to or collected by the treasurer. The receipts should be pre-numbered and kept in a bound book. One copy should be maintained in the receipt book.

For certain events or mass collections (e.g., concession, parking, car wash, candy sale), a record of the total collections each day must be created. Two individuals should count the collections and prepare a count sheet, signed by both counters. When the collections are turned over to the treasurer, he/she should recount the collections and issue a receipt to the individuals. The count sheet should then be filed by the treasurer.

Collections should be deposited in the bank in a timely manner. Deposit slips should include an itemized listing of checks. Bank statements are to be reconciled monthly.

All collection records, bank statements, canceled checks and invoices, along with copies of the monthly treasurer's report, should be organized and maintained by the treasurer by fiscal year. Records should be maintained for at least four years.

The School Support group is financially responsible for activities conducted under the approval of the School Support group. Consequently, it is in the best interest of the School Support group to account for funding raised and expenses associated with the activity on a timely basis.

Expenses in support of the activity should generally be processed as direct payments from the School Support group rather than as reimbursements to individuals acting on behalf of the School Support group.

School Support Groups are responsible for financial losses associated with approved activities. Sub committees or individuals are not responsible for financial losses associated with the activity when collecting funds for an approved activity and/or incurring expenses in support of the activity.

Sub committees and/or individuals should not incur expenses on behalf of an activity unless the activity and its budget have been formally approved by the School Support group.

Individuals are not entitled to any funds collected in excess of expenses on behalf of the activity.