



"Making a Positive Difference"

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Memorandum to File PHS Football Boosters Club

February 28, 2019

During mid-December 2018, Gary Marsh, District Investigator, contacted our office for assistance regarding outstanding David Bowen Sporting Goods invoices for the football program.

Actions taken:

- We contacted David Bowen Sporting Goods, confirmed the outstanding balance of **\$15,187.24**, requested copies of invoices, and received copies:
 - \$1,766.50 – 3 invoices from prior year (2017-2018)
 - \$13,420.74 – 13 invoices from current year (2018-2019)
- We met with the booster club president. She presented a **\$3,867.33** check payable to PHS, which represented the booster club's checking account balance. This transaction will close the checking account. We accepted the check and advised her of the OSO Guidelines handbook.
- We met with PHS staff: principal, 2 APs, bookkeeper, football coach, and athletic director. We discussed interview with booster club president and outstanding invoices. We remitted booster club's check to the bookkeeper. School agreed to pay invoices immediately.
- We informed David Bowen Sporting Goods that outstanding invoices would be paid in full.

We consider this matter closed.

DB/mk