CCISD Booster Club Audit Checklist and Instructions

At the end of each school year, all booster clubs must complete an annual review of their financial operations. This audit serves as the final step before passing financial records to the incoming Treasurer and President. Your bylaws may provide guidance for your Audit Committee, and this checklist will help those assigned to the review.

The audit is due by **September 15** providing the summer months for completion. The audit packet is now available online. Be sure to save an electronic copy of your tax filing proof to upload with your form. You can find the audit form here: **ccisd.net/booster-clubs**.



Who Completes the Audit?

- The audit is typically conducted by outgoing members or eligible board members. Some clubs choose to appoint an audit committee to handle the process. Depending on the size of your membership, a single person may be sufficient to perform the audit, while clubs with over 100 members may require two individuals.
- Board members who are involved in daily financial activities (e.g., signing checks) are not permitted to conduct the audit.
- The outgoing Treasurer is responsible for providing the necessary financial documents to the audit committee or designated auditors. It is recommended that both the Treasurer and President remain available to answer questions or provide additional documentation as needed by the audit committee.



Audit Scope, Due Date & Audit Packet Form

September 15 Due Date

- The scope of the audit should be the prior-year activity for the previous 12 months. If your year-end is June 30, then you will audit the previous year beginning July 1 through the current year, June 30.
- If your Treasurer is unable or unwilling to provide the necessary documents, many of them can be accessed online. Most banks offer online statements, and the IRS provides copies of tax forms 990, 990-EZ, or 990-N (also known as the e-Postcard).
- IRS tax forms can be accessed through the following link: **https://apps.irs.gov/app/eos/.** To locate the appropriate forms, search by the entity name or Employer Identification Number (EIN).
- The Texas Comptroller of Public Accounts does not make Sales & Use Tax Returns available online. Access to these records requires a login and password.
- All audit packets must be submitted electronically via Google Forms at the following link: **ccisd.net/booster-clubs.**

Audit Checklist

BANK RECONCILIATIONS

Verify bank reconciliations are performed regularly.

- Did the Treasurer follow up on items that remained outstanding for several months? (e.g., checks that did not clear for several statements)

DEPOSITS

Verify deposit calculations.

- Are there differences between the Treasurer total and bank totals? Were there multiple bank corrections?
- Is club money deposited within 5 days of receipt? If not, please ask why.
- Are donors given a receipt for their donation?
- Check supporting documents for deposits. (e.g., membership form for membership dues, PayPal or Square listing of transfers, cash count sheet for a fundraiser)
- Examine Treasurer's report given at booster meetings. Are the balances correct?

PAYMENTS OR PURCHASES

Examine checks and verify authorized signers.

- Are two signatures required on all checks or only those over a stated amount?
- Are checks clearing in sequential order? If not, why?
- Are there missing checks that were not noted as VOID, lost, or never cashed?
- Are checks clearing the bank for the amount written?
- Are payments or purchases supported by a receipt or invoice?
- Are checks written for cash? If so, is there supporting evidence of use?

INSURANCE

- Did the club submit payment for $50.00 to CCISD for booster club insurance?
- If not, did the club secure its own general liability policy (required if they held a fundraiser or secured a facility rental)?

FUNDRAISERS

Review profit and loss for fundraisers.

- Did the Treasurer provide a fundraiser recap to the membership?

FEDERAL TAXES

Confirm Federal Taxes were filed.

- All booster clubs are required to file Federal Taxes EVERY YEAR. Failure to file for three years results in the loss of exemption.

STATE TAXES

APPLICABLE ONLY IF THE CLUB HAS A SALES TAX PERMIT.

- Confirm Sales & Use Tax was filed with the Texas Comptroller of Public Accounts. Failure to file results in fines and penalties.

Questions?

For any questions, please contact **Jennifer Eastin, District Internal Auditor, at 281-284-0184 or boosterclubs@ccisd.net.**