

Booster and PTO Monthly Due Dates for Minutes, Financials, and Bank Statements

Effective 04/20/2020

Members of Devine ISD booster clubs and PTOs,

Thank you so much for your service! We've developed this document in an effort to simplify processes that are involved with your organizations. Due dates have been streamlined in an effort to provide a consistent, dependable schedule and routine for everyone to adhere to. Thank you, once more, for all that you do. There is no doubt that Devine ISD's students and programs are strong because of the support of our parents, families, and the community, and we appreciate our booster club and PTO members for being at the heart of that support system! Being on your team is an absolute pleasure.

Submission Dates, on or before	What's Due:			
	Minutes	Financials	Bank Statements	
January 5	December Minutes	December Financials	December Bank Statements	
February 5	January Minutes	January Financials	January Bank Statements	
March 5	February Minutes	February Financials	February Bank Statements	
April 5	March Minutes	March Financials	March Bank Statements	
	Booster scholarship amounts if in excess of \$2,000.00 total, and rationale for exceeding \$2,000 <i>If over \$2,000, school board must approve</i>			
May 5	April Minutes	April Financials	April Bank Statements	
June 5	May Minutes	May Financials	May Bank Statements	
July 5	June Minutes	June Financials	June Bank Statements	
August 5	July Minutes	July Financials	July Bank Statements	Final Financial Audits Updated bylaws and new officer list
September 5	August Minutes	August Financials	August Bank Statements	
October 5	September Minutes	September Financials	September Bank Statements	
November 5	October Minutes	October Financials	October Bank Statements	
December 5	November Minutes	November Financials	November Bank Statements	

- Submission dates: If the fifth of any month falls on a weekend or holiday, please use the next available business day as the due date. If submitting by email, please send submissions to your sponsor/ liaison and Brenda Gardner.
- Financials: Financials should correspond to the dates of the bank statements that are provided concurrently and should serve to include more detail regarding deposits and expenditures than bank statements. For example, a bank statement may only indicate that a deposit or withdrawal was made in a particular amount, but the group's financials should note that the deposit of funds was made from "Christmas fundraiser profits" or an expenditure was made as "a board-approved donation to the _____ to help pay for _____." Furthermore, deposits, expenditures, and totals listed in a group's Financials should match deposits, expenditures, and totals provided via the group's bank statements.
- Minutes: Please strive to meet monthly; however, if the organization did not meet, please submit a document that explains this and explains why the group did not meet.
- Deadlines: Please strive to meet the due dates outlined above. If a group's submission appears to be missing, chain-of-command will be followed; the group's sponsor/liaison and/or the campus principal will be notified to

make direct contact with the organization's president. Once again, your efforts to submit these documents by the due date are very greatly appreciated, and it is my sincere hope that this document will make submissions more of a predictable, routine procedure for everyone involved.

- Updated bylaws- bylaws may change throughout the year by vote as long as they fall within district guidelines. Please submit a copy updated with an "as of" date of after January 1 every year.
- Financial Audits- per regulations, remember that these must be signed off by the audit committee, which must be comprised of at least three "at-large" (non-officer) members. They are typically signed by the officers for the year reviewed also. If at-large membership is exhausted, an organization may include a note indicating this to account for officer signatures being the only ones on the audit.