

MINIMAL ACCOUNTING PROCEDURES
FOR SCHOOL RELATED ORGANIZATIONS

The Board recognizes that school-related organizations, such as the parent-teacher organizations and booster groups, perform valuable volunteer and fundraising services that benefit the educational and extracurricular programs for Hardy County students. These groups promote school-parent-community cooperation and communication to better serve our students. They supplement the financial, personal, and material resources of the school program, allowing school programs to be expanded, and they enable students to achieve lifetime skills and vocation.

The County recognizes the association that parent-booster organizations have with the school system and the community's perception of that relationship.

It is essential that these organizations follow proper accounting procedures. Proper procedures will:

- 1) Make the organization more efficient;
- 2) Protect the organization, its members, and officers from criticism or liability;
- 3) Improve the image of the organization; and
- 4) Protect the funds supplied by the public for school purposes.

Therefore, the County directs that all school-related organizations engaged in fundraising on behalf of our schools and students comply with the following minimal accounting procedures:

- 1) Two (2) people shall count all cash funds collected by the organization;
- 2) Checking accounts shall require the signatures of two (2) people;
- 3) That records show receipts and disbursements and are supported by written verification;
- 4) The accounts of the organization are to be audited annually by a committee of the membership or a Certified Public Accountant.

SOURCE: Board of Education Minutes

DATE: January 15, 2001

