

**SCHOOL SUPPORT ORGANIZATIONS:  
ACCURATE ACCOUNTING AND REPORTING OF FUNDS**

**1.0 Purpose**

The Mercer County Board of Education recognizes the essential function that parent-teacher associations, booster groups, and other school support organizations provide to the school system. Without these organizations, many schools would not have the financial resources to provide valuable programs to their students. In order to comply with state mandated financial policies as set forth in *Accounting Procedures Manual for the Public Schools in the State of West Virginia, Chapter 5 (1997)*, and to maintain the trust and support of the school community, PTO's, booster groups, and other school support organizations are hereby required to operate in accordance with this policy.

**2.0 Definitions**

**2.1 School Support Organizations** are those associations/organizations which raise/collect funds in the school's or county's name but which maintain bank accounts outside of and separate from school or county records. Such organizations might include parent-teacher organizations, athletic boosters, cheerleading support groups, or others.

**3.0 Procedures**

- 3.1 Principal's Report to Auditor:** Annually (by June 30<sup>th</sup>) each principal shall provide the county auditor with a complete list of all school support organizations.
- 3.2 Quarterly Financial Reports:** By October 15 for the period ending September 30, by January 15 for the period ending December 31, by April 15 for the period ending March 31, and by July 15 for the period ending June 30, the president and/or treasurer of each support organization will submit to the school principal a financial statement (treasurer's report) showing the organization's beginning balance, ending balance, revenues collected, and expenditures during the quarter. If any sub-accounts are maintained by the organization, records for those accounts must be submitted as well. Support organizations must also submit each quarter a rectified bank statement for each account.
- 3.3 Annual Financial Report:** In addition to the treasurer's report and bank statement required each quarter, the July 15<sup>th</sup> financial report should list all invoices that have not been paid and all revenues that have not been received by the end of the fiscal year (June 30<sup>th</sup>).

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- 3.4 Noncompliance:** Failure to submit quarterly documentation as required in 3.2 and 3.3 will result in a written warning. If, after receipt of the warning, the documentation is still not forthcoming or in the case where an organization must be repeatedly prompted by letter to submit its financial report, the organization's finances will become part of the school's accounts.
- 3.5 Records Retention:** All financial records, minute books, and other documents maintained by or in the name of a school organization belong to the organization and must be delivered or handed over to the duly elected president of the organization, or to the county superintendent of schools, upon request.

**4.0 Severability**

If any portion of this policy or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this policy.

Authority: W.Va. Constitution, Article XII, §2, and W.Va. Code §§16-9A-4, 16-9A-9, 17A-1-1, 18-2-5, 18-2-5a, 18-2-7b, 18-2-9, 18-2-33, 18-2C-1 et seq., 18-5-1, 18-5-13, 18-16-1, 18A-1-1, 18A-5-1, 18A-5-1a, 60A-1-101, 60A-7-11a, 61-2-15, 61-7-2, and 61-7-11a.

Source: Board of Education Minutes

Date(s): 1/23/07