

Booster Club / PTO

Financial Record-Keeping Guide

George County School District

Prepared: April 2026

Welcome, Booster Club and PTO Leaders!

Thank you for your dedication to supporting our students and school programs! This guide is designed to help every Booster Club and PTO establish strong financial habits and maintain consistent records throughout the year. Following these practices will make your Bi-annual reporting straightforward, protect your officers, and give your members confidence that funds are being managed responsibly.

In accordance with Board Policy Code: JHA – Booster Clubs, copies of your financial documents are due to the George County Schools Business Office Bi-annually:

- **January – June financials are due July 15th**
- **July – December financials are due January 15th**

Please submit copies only — do not submit original documents. All recommended forms are available on the district website at: <https://www.gcsd.us/business-office-gcsd-forms>

Section 1: Recommended Forms Overview

The school district strongly recommends that every Booster Club and PTO use the following forms throughout the year. If your club prefers to use its own system — such as a Word document, Excel spreadsheet, accounting software reports, or other organized records — that is acceptable, as long as the information captured is comparable to what these forms collect. Using the district's forms is the easiest way to ensure nothing is missed.

Recommended Forms at a Glance	
Officers Info Sheet	Submitted once per year (or when officers change). Lists all club officers and bank account signers.
Meeting Minutes	Completed at every club meeting. Records decisions, purchase approvals, and attendance.
Fundraiser Reconciliation	Completed after every fundraiser. Tracks revenue, costs, and net profit for each individual activity.
Financial Report	Submitted Bi-annually. Summarizes all income and expenses for the reporting period.
Bank Deposit Reconciliation	Completed for every deposit. Documents exactly what cash and checks were deposited.
Check/Debit Request Form	Completed before every payment, reimbursement, or ATM withdrawal.

Section 2: Club Officers Information Sheet

We strongly recommend keeping this form — or a comparable document listing the same information — current and on file with the school district at all times. It identifies who your officers are and who is authorized to access club bank accounts.

What to Do

- Fill out the Officers Information Sheet with the full name, email, and phone number for your President, Vice President, Treasurer, and Secretary.
- List all individuals who are authorized signers on your club bank account.
- Submit this form at the beginning of each school year and resubmit any time an officer changes — do not wait until year-end.

Best Practice

Keep a copy of the most current Officers Sheet (or comparable record) in your club's records binder.

The Treasurer and at least one other officer should always be bank account signers.

Notify the school district promptly when officer changes occur mid-year.

When officers change, notify your bank immediately to update the authorized signers on the account.

Cancel any debit cards issued to outgoing officers and request new cards for incoming officers before they need access to club funds.

Section 3: Meeting Minutes

Meeting Minutes are your club's official record of decisions made. They are especially important for documenting purchase approvals, which protects your officers. You may use the district's Meeting Minutes form or keep your own comparable written record — either way, the same key information should be captured.

What to Do

- Complete a Meeting Minutes form at every club meeting, even if the meeting is brief.
- Record every purchase or expense that the club votes to approve. Include the vendor name, purpose, and dollar amount.
- Record the motion, who moved it, and who seconded it.
- Note all communications and reports discussed, old business, and new business.
- Have both the President and Secretary sign and date the minutes after approval.

Why This Matters

If a question ever arises about a purchase, the Meeting Minutes are your proof that the club voted to approve it. Without minutes, an officer could be held personally responsible for an unapproved expense.

□ **Best Practice**

Designate your Secretary as the person responsible for bringing and completing this form to every meeting.

Minutes from the previous meeting should be read aloud and approved at the start of each new meeting.

File completed minutes chronologically in a three-ring binder kept by the Secretary.

Section 4: Fundraiser Reconciliation Form

This form — or a comparable record such as an Excel spreadsheet or accounting software report — should be completed after each fundraiser or money-collecting activity is finished. It documents how much money came in, what expenses were paid, and what the net profit was.

What to Do

- Complete one Fundraiser Reconciliation Form per fundraiser activity.
- Record the selling price per unit and total quantity sold to calculate Total Sales.
- Add any direct donations received during the fundraiser.
- Record all costs (purchases, shipping, sales tax) as negative numbers.
- The resulting Net Profit flows into your Financial Report under the appropriate income category.
- Have the Treasurer and President both sign the completed form.

One Form Per Activity — No Mixing

Each fundraiser or collection activity must have its own Reconciliation Form. Do not combine multiple activities on a single form. Keep each income source separate so your Financial Report is accurate and easy to verify.

- **Use a clearly labeled envelope for each activity while collecting funds (e.g., one envelope per event or fundraiser type).**
- **Never place funds from two different activities in the same envelope.**
- **When the activity ends, count and reconcile each envelope separately before making a deposit.**
- **Attach the completed Fundraiser Reconciliation Form to its envelope before filing.**

□ **Keeping Collections Organized**

Label each collection envelope clearly with the activity name and date.

Assign one responsible person to handle collections for each activity.

Two people should always count the money together — never one person alone.

Do not use fundraiser cash to pay for expenses directly. Deposit first, then issue payment through the Check/Debit Request process.

Section 5: Bank Deposit Reconciliation Form

The school district recommends using this form — or a comparable written record — for every deposit your club makes, regardless of the amount. It creates a clear paper trail showing exactly what was deposited and when. This will also help you when completing the Fundraiser Reconciliation forms.

What to Do

- Complete a Bank Deposit Reconciliation Form before every trip to the bank.
- Count and record all currency (bills) by denomination.
- Count and record all coins by denomination.
- List every check individually by check number and amount.
- Verify that Total Currency + Total Coins + Total Checks = Total Deposit.
- Attach a copy of the stamped bank deposit slip to the form for your records.

Make Separate Deposits for Each Activity

Make a separate bank deposit — and complete a separate Bank Deposit Reconciliation Form — for each fundraiser or collection activity. Keeping deposits separate ensures that each Fundraiser Reconciliation Form ties directly to a single deposit, making your records easy to verify and audit.

□ **Best Practice**

Deposits should ideally be made within 24–48 hours after a fundraiser or event.

Two people should always count the money together — never one person alone.

Attach the Bank Deposit Reconciliation form to the bank deposit receipt after depositing.

File these together with the corresponding Fundraiser Reconciliation form.

Section 6: Check/Debit Request Form

We recommend completing this form — or keeping a comparable written record — any time money leaves your club account, whether by check, debit card purchase, or ATM withdrawal. This is one of the most important practices for protecting your officers.

When to Use This Form

- When writing a check to pay a vendor
- When reimbursing a parent, coach, officer, or volunteer for a purchase made on behalf of the club
- When using the club debit card to make a purchase
- When withdrawing cash from an ATM for club use (such as making change for an event)

What to Do

- Fill out the Date of Request, who is requesting it, who the check/payment is payable to, the amount, and the purpose.
- The requestor should sign the form.
- Obtain approval (President's signature) before the money is spent whenever possible.
- If a purchase has already been made, attach all receipts to this form immediately.
- The Treasurer completes the bottom section after issuing payment.

About Receipts

We recommend keeping a receipt or other documentation for every payment from the club account. If a receipt was lost:

- The person who made the purchase should write a signed statement describing what was purchased, the date, the approximate amount, and the store or vendor.
- The Treasurer should note "receipt missing" on the Check/Debit Request Form.

Protecting Your Officers

Approval must be obtained before making purchases whenever possible.

The form states that failure to obtain approval may result in the purchaser being personally responsible for the expense.

Keep a pad of blank Check/Debit Request Forms in the club treasurer's records binder.

Attach the receipts, copy of the receipts, or even a phone pic if the original receipt is not available, to the form.

Section 7: Financial Report

The Financial Report is your club's overall income and expense summary for a given period. It shows the beginning balance, all money in and out, and the ending balance. You may use the district's Financial Report form or a comparable report from your own accounting software, spreadsheet, or bookkeeping system — as long as it captures all of the same information.

What to Do

- Complete a Financial Report for each reporting period. George County School District collects Bi-annual submissions: January–June financials are due July 15th, and July–December financials are due January 15th.
- Transfer the Net Profit totals from your Fundraiser Reconciliation forms into the appropriate income lines on the Financial Report.
- Enter all expenses in the Expenses section as negative numbers.
- Verify that Beginning Balance + Total Income – Total Expenses = Ending Balance.
- The Ending Balance should match your actual bank account balance. If it does not, review your Bank Deposit Reconciliation forms and Check/Debit Request forms to find the discrepancy.

Income and Expense Categories

The Financial Report includes the following income and expense lines. Use the category that best fits each of your club's activities:

Financial Report Categories	
Fundraising	Net profit from any product sales, events, or activities conducted to raise funds.
Concession Sales	Net profit from operating a concession stand at games or events.
Merchandise Sales	Net profit from selling club-branded apparel, spirit wear, or other merchandise.
Donations	Money received as gifts or sponsorships from businesses or individuals, with no goods exchanged.
Other Income	Any income that does not fit the categories above.
Fundraising Expenses	Costs directly tied to running a fundraiser (supplies, printing, fees, etc.).
Concession Supplies	Ingredients, paper goods, and supplies purchased to operate the concession stand.
Merchandise Products	Cost of goods purchased for resale (apparel, items, etc.).
Travel Expenses	Transportation costs for team or club travel.
Donations to District	Funds donated by the club to a district program or school account.
Other Expenses	Awards, banquets, miscellaneous club costs not covered above.

Section 8: Quick Reference — What Form Do I Need?

Situation → Form to Use	
New officers elected	Officers Information Sheet
New school year begins	Officers Information Sheet
Club meeting held	Meeting Minutes
Fundraiser or activity ended	Fundraiser Reconciliation Form
Making a bank deposit	Bank Deposit Reconciliation Form
Writing a check to vendor	Check/Debit Request Form
Reimbursing someone	Check/Debit Request Form + receipts
ATM withdrawal	Check/Debit Request Form
Debit card purchase	Check/Debit Request Form + receipt
Jan–Jun report due Jul 15	Financial Report + all supporting documents
Jul–Dec report due Jan 15	Financial Report + all supporting documents

Section 9: Recommended Filing System

Keeping your paperwork organized throughout the year will save you a great deal of time when reports are due. We recommend setting up a three-ring binder with the following tabbed sections:

- Tab 1: Officers Information Sheet (current year)
- Tab 2: Meeting Minutes (filed chronologically)
- Tab 3: Fundraiser Reconciliation Forms (one per activity, filed by date)
- Tab 4: Bank Deposit Reconciliation Forms + bank receipts (filed by date)
- Tab 5: Check/Debit Request Forms + receipts (filed by date)
- Tab 6: Financial Reports (filed by reporting period)
- Tab 7: Bank Statements (filed monthly)

Year-End Transition Tip

When new officers are elected, the outgoing Treasurer should transfer the binder to the incoming Treasurer and walk through the filing system together.

The incoming Treasurer should verify that the bank balance on the last Financial Report matches the actual bank account balance.

Always keep records for at least three years.

Section 10: Bi-Annual Submission — What the Business Office Reviews

When you submit your financials to the George County Schools Business Office, a staff member will review your records using the district's Booster/PTO Financials Audit Checklist. Whether you use the district's recommended forms or your own comparable records, the same information needs to be present and accounted for. Knowing what is on this checklist in advance will help you stay organized and avoid common issues.

Submission Deadlines

When to Submit Copies to the Business Office	
Jan – Jun Period	All financial documents for this period are due to the Business Office by July 15th.
Jul – Dec Period	All financial documents for this period are due to the Business Office by January 15th.
Important	Submit copies only. Do not submit original documents. Keep originals in your club binder.

What the Business Office Checks

The following items are reviewed for each submission. Use this as your own pre-submission checklist before turning in your documents:

- List of current club officers and all signers on the bank account is on file and up to date.
- No school district employees are listed as club officers.
- No school district employees are listed as signers on the club bank account.
- Bank statements are included for the full reporting period.
- The name on the bank account is not the same as the school's name.
- The address on the bank statements is not the school's address.
- Bank statements have been reviewed for appropriate spending, including any bank transfers.
- All deposits are documented and accounted for.
- Digital payment statements are included (PayPal, Venmo, Square, or similar services, if used).
- Receipts are included and have been checked for appropriate spending.
- Meeting Minutes are included for all meetings held during the period.
- A completed Fundraiser Reconciliation Form is included for each fundraiser held during the period.
- All fundraiser requests were approved prior to the fundraiser being held.

□ **Pre-Submission Tip**

Before dropping off your documents, go through the checklist above item by item.

Attach a sticky note or cover sheet to your submission identifying your club name and the reporting period.

Make a complete copy of everything you submit and keep it in your club binder.

If you are missing any items, contact the Business Office before the deadline rather than submitting an incomplete packet.

Where to Get the Forms

If your club would like to use the district's recommended forms, they are all available — free of charge — on the George County School District website. Using them is the simplest way to ensure your records meet all expectations at submission time:

George County School District — Business Office Forms

<https://www.gcsd.us/business-office-gcsd-forms>

Questions? We're Here to Help!

If you are ever unsure which form to use or how to record a transaction, please reach out to the school district business office before the event or purchase. It is always easier to set things up correctly from the start than to reconstruct records after the fact. Thank you for everything you do for our students and school programs!