**DHS Booster Club and School Support Organization**

**End of the Year Checklist**

\_\_\_\_\_\_\_\_\_\_\_ W-9s from all vendors

\_\_\_\_\_\_\_\_\_\_\_1099 forms must be issued to all qualifying vendors

\_\_\_\_\_\_\_\_\_\_\_Yearly Financial Report

 **Yearly Financial Report Guidelines**

1. Have the Treasurer prepare the written report of revenues and expenditures (Financial Report) for your Booster Club. The report should include information for the full applicable year.
2. The review must cover the period beginning with the reconciled cash balance from the previous written Financial Report and ending with the reconciled cash balance from the last day of the time period reported by the Booster Club. If the Club is using a retained earnings account, then the beginning retained earnings should equal the prior year’s ending retained earnings balance plus/(minus) net income/(loss).
3. Review the reconciled bank statements and canceled checks to determine that:

1. Disbursements have been properly documented with an invoice or receipt,

2. Disbursements have been properly approved,

3. Checks have been properly signed,

4. Checks have been deposited or cashed by the payee indicated and that no information on the face of the check has been altered, and

5. Checks have been accounted for in the proper sequence (no missing checks).

1. Check addition and subtraction on cash receipts and deposit.
2. Compare cash receipts and deposits to the bank statement.
3. Verify that receipts and disbursements were recorded to the correct account category.
4. Review the Treasurer's monthly reports and check them for accuracy. Review the beginning and ending balances on reports to verify that correct ending balances were carried forward as beginning balances on subsequent reports.
5. Determine that only applicable Booster Club officers are authorized signers on the bank account(s). Former officers should not remain on the account(s) as authorized signers Employees of the District, including, but not limited to, administrators, administrators’ secretaries, and bookkeepers, shall not have control or signature authority over booster club or parent organization funds at the school at which he or she works, including petty cash or miscellaneous discretionary funds. All individuals must have a child in the organization to have control or signature authority over booster club or parent organization funds, including petty cash or miscellaneous discretionary funds.