

BYLAWS

of the

FAYETTE-WARE  
BAND BOOSTERS, INC.

Bylaws of the Fayette Ware Band Boosters Inc.

**Article I Name and Purpose**

**Section 1.1- Name.**

The name of this organization shall be the Fayette Ware Band Boosters, Inc. Fayette Ware Band Boosters, Inc. will also be referred to as FWBB in this document.

**Section 2.1- Mission Statement and Purpose.**

- a) MISSION- Fayette Ware Band Boosters, Inc., organization is organized and operated for the charitable and educational purposes. to:
- 1) Provide positive and active normal and financial support and assistance for the benefit and education of students participating in the Fayette-Ware High School band program, (hereinafter also referred to as band program) of Fayette-Ware Community High School, a public high school in Somerville, Tennessee.
  - 2) Foster closer ties between parents of band program participants and the band program
  - 3) Encourage younger student musicians and artists in the pursuit of band and thereby strengthen the band program; and
  - 4) Promote all band activities, including clinics, camps, special instruction and similar projects
- b) COOPERATION WITH OFFICIALS- In carrying out its mission and goals, the FWBB shall cooperate with those in charge of the band program, the high school, and the School Board to ensure the growth and success of the band program.

**SECTION 2.2- POWERS**

The FWBB shall have and exercise all rights and powers conferred on not-for-profit corporations under the laws of the State of Tennessee, and rules of the Fayette County School Board provided, however, that the FWBB shall not engage in any activity which is not in furtherance of its purposes set forth in its charter and these bylaws.

**ARTICLE 3- MEMBERSHIP**

**SECTION 3.1- MEMBERS**

- a) ELIGIBLE MEMBERS- The participant membership of the FWBB shall be open to any parent or guardian, or other persons with a child enrolled in the Fayette-Ware High School Band program.
- b) MEMBERSHIP YEAR- The participant membership year shall run from July 1 through June 30 of the following year.
- c) EFFECTIVE DATE OF MEMBERSHIP- Participant membership shall become effective upon payment of annual FWBB club fees before the payment deadline established by the Board. Failure to meet the deadline will revoke any participant membership of the FWBB and exclude this member(s) from participation in any privileges provided to participant members, such as FWBB voting.
- d) TERM OF MEMBERSHIP- **Participant Membership** is defined as: Members who are parent or guardian of a band student. This membership is effective only for the membership year for which fees are paid.
- e) **Associate FWBB Membership** is defined as a non-parent or guardian, a member alumni or other person who has paid a fee (decided by the FWBB Board). Associate members are not given any voting rights or access to club files and documents. They can participate in surveys of all members regarding opinions on topics such as fundraiser ideas and the like. The surveys are not equivalent to voting. See section 3.4 for more Associate member info.

## SECTION 3.2- VOTING

Each participant member in good standing of the FWBB shall be entitled to vote on all issues brought before the FWBB membership, including election of the Board and Officers. Each family has one vote per child in the band. There are no proxy votes allowed.

## SECTION 3.3- FEES

- a) FEES PAYABLE TO THE SCHOOL - Annual band fees for the Fayette-Ware High School Band shall be established by the director and the administration of FWCHS and shall remain in place until revised by the director and school administration. These fees are payable to the school. FWBB is not involved in these school participation fees.
- b) FUNDS COLLECTED BY FWBB – Any funds collected by the FWBB through fundraisers or other means are intended to and shall be used to assist the director with immediate needs for equipment, supplies, and/or upgrades that are not provided by the school. These funds will be placed directly into the FWBB account. A portion of these funds collected can be given to the band to help reduce fees that are associated with travel for the entire band if they plan a trip. The amount of funds given directly to the school for band, to reduce these fees, will be determined by the FWBB board. The FWBB board will also be responsible for allocating funds as requested by the director and approved for reimbursement of out-of-pocket expenses.
- c) NO WAIVER OF FEES- The Board shall not waive any membership fees for any FWBB member. Any funds contributed from the FWBB account to reduce band student fees must be distributed evenly to reduce players fees equally among all band students.

- d) ANNOUNCEMENT OF FEES- Annual fees for the FWBB shall be announced by the Board prior to the beginning of each school season and shall be communicated to incoming and returning band participants on or before the summer FWCHS band camp.

### **SECTION 3.4 ASSOCIATE MEMBERS**

Alumni of the FWCHS Band program shall be considered to become Associate Members of the FWBB. Any other person interested in the progress and development of the band program may be an Associate Member of the FWBB upon payment of applicable fees, as determined by the Board. Associate Members shall not have the right to vote.

## **ARTICLE 4- MEETINGS**

### **SECTION 4.1- REGULAR MEETINGS**

- a) ANNUAL MEETING- There shall be an annual meeting of the FWBB Participant Members held during the summer near the beginning of each membership year.
- b) MEETINGS- The FWBB shall hold a minimum of 3 meetings during the season and other meetings required. A tentative schedule shall be established by the Board and provided to the membership.
- c) PLACE OF MEETINGS- Unless otherwise specified by the Board, all meetings of the members shall take place at Fayette Ware High School.

### **SECTION 4.2- SPECIAL MEETINGS**

- a) MEETING AT CALL OF PRESIDENT- The President, in concurrence with the Board, may call a special meeting of the participant membership upon 24 hours' notice.
- b) MEETING AT CALL OF BOARD - A majority of the Board may call a special meeting of the membership upon 10 days written notice to the membership describing the purpose or purposes for which the meeting is to be held.

- c) MEETING AT CALL OF MEMBERSHIP- If 10% of those entitled to vote on any issue properly before the FWBB sign, date and deliver to the Secretary a written demand for a meeting describing the purpose or purposes for which the meeting is to be held, the President shall call such meeting upon 10 days' notice to the membership.
- d) ATTENDANCE BY OFFICER- All special meetings require the presence of either the President or Vice-President in order for a quorum to be present for the conduct of business.

## **ARTICLE 5- BASIC POLICIES**

### **SECTION 5.1- COMPLIANCE WITH COUNTY POLICIES**

- a) **FAYETTE COUNTY PUBLIC SCHOOLS POLICIES-** In addition to these bylaws, the FWBB will comply with policies concerning booster clubs and all other applicable policies established by Fayette County Public Schools. If there is a conflict between these bylaws and Fayette County Public Schools, the policy shall govern.
- b) **REVISIONS TO COUNTY POLICIES-** Revisions Fayette County Public Schools Board of Education policies applicable to the operation of booster clubs shall automatically be incorporated into these bylaws.

### **SECTION 5.2- CODE OF CONDUCT AND ADHERENCE TO GUIDELINES**

FWBB participating members and adult volunteers assisting the band program shall treat students and adults in, professional and courteous manner and shall otherwise adhere to the FWBB guidelines as established by the Board.

### **SECTION 5.3- ADDITIONAL POLICIES**

- a) **RESTRICTION OF FUNDRAISING ACTIVITIES-** No fundraising activities will be conducted within the school by the FWBB during classroom hours.
- b) **NO ADMINISTRATIVE FEES OR STIPENDS-** There will be no administrative fees or stipends paid to officers or members.

## **ARTICLE 6- BOARD**

### **SECTION 6.1- COMPOSITION OF BOARD**

- a) **ELIGIBILITY-** Only members in good standing may be on the Board. All board members shall be required to have a child that is on the active roster of the Fayette-Ware High School Band.
- b) **COMPOSITION-** The Board shall be composed of the Officers of the FWBB, as elected by the membership and shall serve until the end of their term or until a successor is named.
- c) **LIMITATIONS ON SERVICE-** A Board Member may serve up to two (2) consecutive two year terms in the same office, so long as the governing body and parents within good standing of the program have the right to vote every year on each elected position within the Board.

### **SECTION 6.2- VACANCIES**

Except as otherwise provided in these bylaws, a vacancy on the Board or among the Officers of the FWBB may be filled by the President subject to the approval of the Board. Should the President of the FWBB resign or be removed from office, the remainder of the term of the President shall be filled by the Vice President or until a new President is elected by all members of the team in good standing.

### **SECTION 6.3- ADVISORS TO THE BOARD**

The following individuals shall be advisors to the Board without the right to vote:

- 1) the Director of the Fayette-Ware High School Band
- 2) the Principal of Fayette-Ware High School
- 3) the immediate Past President of the FWBB; and
- 4) such other individuals as may be selected by the Board.

## **SECTION 6.4- MEETINGS OF THE BOARD**

- a) **REGULAR MEETINGS-** The Board shall meet prior to the general meetings as required and at the call of the President. A minimum of 24 hours notice must be given to Board members before each meeting, other than a regular meeting.
- b) **ATTENDANCE-** Board members shall be required to attend all Board meetings and monthly booster meetings. Board members should notify the President of an anticipated absence as soon as possible. Any member missing more than three (3) Board meetings or three (3) booster meetings, without due cause, can be dismissed from the Board. Those dismissed from the Board will be notified in writing.

## **SECTION 6.5- REMOVAL OF OFFICERS & COMMITTEE MEMBERS**

A Director or Officer may be removed from office upon the recommendation of a majority of the Board and upon the approval by a majority vote of the members, taken at a meeting called for the purpose of removing the Director or Officer, and the meeting notice must state that one of the purposes of the meeting is removal of the Director or Officer. A Committee Member may be removed from office upon the approval of a majority of the Board. The Board shall recommend such removal on a showing that the individual has failed to adhere to the bylaws or guidelines of the FWBB or has otherwise failed to meet his/her obligations. Such individual shall be notified of the proposed removal at least 10 days before the vote of the members and shall be provided an opportunity to respond, in writing or in person, to any allegations.

## **ARTICLE 7- POWERS AND DUTIES OF BOARD**

### **SECTION 7.1- POWERS AND DUTIES OF THE BOARD**

- a) **GENERAL POWERS-** All corporate powers of the FWBB shall be carried out through the Board, which shall have power to act for the membership and carry out the business of the FWBB between meetings of the membership as necessary and appropriate to carry out the mission and goals of the FWBB.

b) DUTIES OF THE BOARD- The Board shall:

- 1) Develop a recommendation for FWBB fees prior to the **summer** annual meeting each year, subject to the approval of membership;
- 2) Develop budgets for the FWBB;
- 3) Develop and oversee the fundraising activities of the FWBB;
- 4) Oversee all standing committees and such other committees as may be established;
- 5) Propose guiding and governing policies of the FWBB, subject to the approval of the membership; and
- 6) Carry out such other activities as necessary and proper in carrying out the mission and goals of the FWBB.

## **ARTICLES 8- OFFICERS**

### **SECTION 8.1- OFFICERS**

- a) LISTING OF OFFICERS- The officers of the FWBB shall be President, Vice-President, Treasurer, and Secretary.
- b) ELIGIBILITY- Only participating members of the FWBB may serve as an officer.

### **SECTION 8.2- ELECTION OF OFFICERS**

- a) ANNUAL MEETING- The officers for the upcoming fiscal year shall be elected by the membership at the Annual Meeting from nominations made by the Nominating Committee and from the membership at such meeting. No candidate may be nominated without providing consent to such nomination. The candidate must be present or the obtained consent must be in writing.

- b) VOTE FOR OFFICERS- The vote for officers shall be conducted by ballot or nominations. If there is only one candidate for a particular office, the election may be held by voice vote or any other appropriate means.
- c) TERM- An officer's term shall begin on July 1st of each year and last through the June 31st of the following year.
- d) NEWLY ELECTED OFFICERS- Newly elected officers may attend meetings of the Board as advisors, without the right to vote, from the time of their election until they assume office on July 1st.

## **ARTICLE 9- DUTIES OF OFFICERS**

### **SECTION 9.1- PRESIDENT**

The President shall:

- 1) Have supervision over the business affairs of the FWBB and serve as the chief executive officer of the organization;
- 2) Preside at all meetings of the FWBB and function as the Chairman of the Board;
- 3) Set the agenda for all meetings;
- 4) Represent the organization at all band functions in cooperation with the Board;
- 5) With the approval of the Board, appoint all committees and the chairperson for all committees except as may be otherwise specified in the bylaws;
- 6) Be authorized to be a designated signatory for disbursement of funds
- 7) Be authorized as cosigner on two signature checks and able to deposit FWBB funds, then remit all receipts to the Treasurer.

## **SECTION 9.2- VICE-PRESIDENT**

The Vice-President shall:

- 1) In the absence of the President or at the President's request, assume all the duties of the President at FWBB meetings or functions;
- 2) Provide assistance to the President as needed;
- 3) Be authorized to be a designated signatory for disbursement of funds;
- 4) Develop a working knowledge of the duties of each Executive Board position throughout the year;
- 5) Select and oversee head chaperons for competitions and trips, subject to the approval of the Board;
- 6) Assume such duties as are assigned or delegated by the President or board.

## **SECTION 9.3- SECRETARY**

The Secretary shall:

- 1) Keep an accurate record of all Board and membership meetings (including the official record of votes) and take care of all correspondence;
- 2) Keep the membership records of the organization;
- 3) Keep an accurate record of property owned by the FWBB or contributed by the FWBB to the band program;
- 4) Keep a record of FWBB procedures, guidelines, historical information, operational information and job descriptions and provide copies of such information to the Board;
- 5) Keep records and provide information as set out in the FWBB guidelines; and
- 6) Assume such other duties appropriate to the office as may be assigned by the President and the Board.

## **SECTION 9.4- TREASURER**

The Treasurer shall:

- 1) Shall receive all monies accruing to the association; shall deposit same in an approved depository under the name of the Fayette Ware Band Boosters Inc.; and shall disburse the funds in accordance with these bylaws as needed by the organization, with an accounting of receipts and disbursements at each monthly meeting of the board;
- 2) Shall carry out the duties of the office in accordance with the FWBB guidelines;
- 3) Shall be authorized to be a designated signatory for disbursements of funds;
- 4) Shall present proposed budget, upon completion by the Executive Board, to the FWBB membership for its consideration and approval;
- 5) May disperse funds in accordance with the approved budget;
- 6) May disperse funds not provided for in the approved budget if specifically approved by the President or the Board; and
- 7) Present a Treasurer's report at all Board meetings and membership meetings.
- 8) File an annual report with the Secretary of State for Tennessee.
- 9) Meet with Principal of FWCHS monthly to go over financial report  
9a) If unavailable, this meeting may be held by the Board President to present all financial information to the principal.
- 10) All bookkeeping will be on a virtual platform designated by the board.

## **ARTICLE 10- COMMITTEES**

### **SECTION 10.1- ESTABLISHMENT AND CONDUCT OF COMMITTEES**

Unless otherwise specified, all committees shall be appointed by the President, subject to approval of the Board. All committees and subcommittees shall carry out their responsibilities in accordance with the bylaws of the FWBB and the applicable guidelines as developed and approved by the Board and the FWBB. Examples of Committees include but are not limited to:

**Budget Committee:** For obtaining estimates, quotes, and info for FWBB project expenses.

**Fundraising Committee:** For ideas and planning of future fundraisers.

\*All fundraising activities and all expenditures are subject to oversight and approval of the Board.

### **SECTION 10.2 OTHER COMMITTEES**

#### **PROGRAM COMMITTEES**

The President shall establish, subject to the approval of the Board, such program committees as are necessary to carry out the specific activities of the FWBB during the school year. To the extent practicable, such committees and their responsibilities shall be provided for in the FWBB guidelines. The Board may revise such responsibilities or establish new Committees during the school year, as determined necessary, but shall endeavor to establish applicable guidelines and to submit such guidelines to the membership for its consideration and approval.

#### **SPECIAL COMMITTEES**

The President, subject to the approval of the Board, will establish such Special Committees as are necessary to carry out the mission and goals of the

organization. Special Committees shall be limited in duration and their duties and responsibilities shall be based on current year projects and needs.

## **ARTICLE 11- GENERAL DUTIES AND GUIDELINES**

### **SECTION 11.1- FINANCIAL OPERATIONS**

a) **FISCAL YEAR-** The fiscal year of the FWBB shall be from July 1 to June 30 of the current year.

b) **DEVELOPMENT OF BUDGET**

1) **BALANCED BUDGET-** The FWBB shall maintain a balanced budget.

2) **INITIAL BUDGET RECOMMENDATIONS-** The band director shall present budget recommendations for the coming year to the Board by the end of August, based on anticipated expenses and the number of students expected to participate in the band program. The Board shall review and modify the budget as necessary to prepare a balanced budget proposal.

3) **PRESENTATION TO MEMBERSHIP-** The proposed balanced budget shall be presented to the FWBB membership for its consideration at the first meeting of the school year.

4) **BUDGET REVISIONS:** Proposed revisions to the budget may be presented by the Board to the membership of the FWBB. In making or proposing revisions to the budget, the Board is responsible for maintaining a balanced budget.

c) **DISBURSEMENTS-** No disbursements for the funds of the FWBB shall be made unless approved, authorized, and ordered by the Board. The Board may authorize the President, Vice-President, or Treasurer, to make disbursements in the interim between meetings of the Board. The Treasurer shall provide a reporting of all receipts and disbursements/obligations at each regular meeting of the Board.

d) TREASURER SIGNATURE REQUIRED- All checks, drafts, or orders for payment of money (or obligations to pay money shall be signed by at least two of the following three officers: the Treasurer, the President, and the Vice President.

## **SECTION 11.2- FUNDRAISING**

- a) IN GENERAL- The Board shall provide general oversight to all fundraising activity of the FWBB and its members. If there is a committee formed for fundraising it will be overseen by the Board.
- b) FUNDRAISING- Fundraising shall be conducted throughout the year for the purpose of raising funds (in addition to use by the Fayette Ware High School Band) for the operation of the FWBB.
- c) TYPES OF FUNDRAISING- Unless otherwise provided by the Board, fundraising activities carried out on behalf of the FWBB (or any Committee of the FWBB) shall be of the following types:
  - 1) GENERAL FUNDRAISING- General fundraising activities may be held throughout the year for the purpose of raising funds for the band's general fund. Participation by FWBB members in general fundraising events is encouraged.
  - 2) DONATIONS/SOLICITATIONS- The Board members or The Chairperson of the Fundraising Committee will work throughout the year to solicit donations for the FWBB, which shall be used to defray the expenses incurred by the FWBB, as determined by the Board. Funds obtained through donations may not be credited to any ISA (Individual Savings Account).
  - 3) APPROVAL OF FUNDRAISING ACTIVITIES- All fundraising activities conducted for the activities supported by the FWBB must be presented to the Board for its consideration and approval. Once the activity has been approved, the Board will ensure that any appropriate forms are completed and sent to Fayette-Ware High School for final approval before the fundraiser can begin.

### **SECTION 11.3- ESTABLISHMENT OF GUIDELINES**

The Board shall establish operating guidelines providing more specific details concerning the conduct of the FWBB and its programs. Such guidelines shall be submitted to the membership for its approval at each Summer Annual Meeting and may be amended by the Board during the school year.

### **SECTION 11.4- REPORTS TO MEMBERS**

- a) **TREASURER'S REPORTS-** The Treasurer shall prepare a monthly financial report which shall become a part of the permanent records of the association. Copies of the above-mentioned financial reports shall be filed by the Treasurer with the Board and with such other persons or groups as the Board shall direct.
- b) **ANNUAL FINANCIAL REVIEW-** An independent review of the financial statements and records of the FWBB and its committees shall be conducted by an individual appointed by the President in the summer before June 30 of each year. This individual may review financial reporting from the board and report any findings to the President, Vice-President, & Director once review is completed.
- c) **OUTGOING TREASURER'S REPORT-** Within 30 days of the close of the fiscal year, the outgoing Treasurer shall submit a year-ending financial review to the Board and the Principal of Fayette-Ware High School and such review shall be made available to members. The outgoing treasurer shall provide a copy of such review to the incoming Treasurer and, within 5 days of the close of the fiscal year, shall turn over all financial records to the incoming Treasurer.

## **ARTICLE 12- PROCEDURES AND OTHER PROVISIONS**

### **SECTIONS 12.1- APPLICABLE PROCEDURES**

- a) **VOTING-** Unless otherwise provided in the Charter or these bylaws, all voting by the FWBB membership and the FWBB Board shall be by a simple majority of those present and voting.
- b) **REQUIREMENT OF A QUORUM-** A quorum for the conduct of business by the membership of the FWBB will be 20% of the voting members, as verified by the Secretary and a quorum for the conduct of business by the Board shall be a majority of the voting members of the Board.

## **SECTION 12.2- AMENDMENTS TO BYLAWS**

All proposed amendments to the Charter and bylaws must be submitted to the President in writing and read to the membership at a regularly scheduled membership meeting immediately prior to the meeting in which the amendment will be put to a vote. The President is authorized to request additional information that may be required to educate FWBB members and facilitate a vote on the matter. Failure to provide requested information will result in postponements of the amendment's consideration. The amendment may be approved by a two-thirds majority vote of those members present and voting.

## **SECTION 12.3- PURCHASES OF REAL OR PERSONAL PROPERTY**

- a) **APPROVAL REQUIRED-** The FWBB will not carry out any plan, project, or movement intended to expand, modernize, or renovate or render maintenance to school-controlled or owned properties without obtaining approval from the Principal of Fayette-Ware High School.
- b) **PURCHASE OF REAL PROPERTY-** Any purchase of real property, including fixtures, by the FWBB for the purpose of expanding, modernizing, or renovating school-controlled or owned property shall become the property of Fayette-Ware High School.
- c) **PURCHASE OF PERSONAL PROPERTY-** All personal property purchased by FWBB to be used in furtherance of the goals and mission of the organizations whether used by students or faculty associated with the Fayette-Ware High School Band or not, shall remain the property of the FWBB. No purchase of personal property by FWBB to be used in furtherance of the goals and mission of the organization shall be deemed to be a purchase for Fayette-Ware High School unless the Board, by resolution, provides specifically that such property is to be donated to Fayette-Ware High School.
- d) **USE OF PERSONAL PROPERTY-** The FWBB may provide tangible property to be used by students in the Fayette-Ware High School Band program, including accessories, uniforms, equipment, coolers, instruments, and similar items. The use of such property by students is at the sole discretion of the FWBB and such use is no indication that such property is purchased for Fayette-Ware High School. The FWBB shall hold Fayette-Ware High School harmless with respect to damage that may occur to such property, unless such damage was caused intentionally.

## **SECTION 12.4- CONFLICTS OF INTEREST**

- a) NO CONFLICT- No officer, or chair of a Committee of the FWBB shall engage in any activity that conflicts with the duties and responsibilities of the FWBB.
- b) APPROVAL BY BOARD- No officer of the FWBB shall engage in any transaction with the FWBB in which an officer has a direct or indirect interest, unless such transaction is specifically approved by the Executive Board as follows:
  - 1) The material facts of the transaction and the interest of the officer are fully disclosed to the Board; and
  - 2) The Board by a vote of the majority of its members approves such transaction. No member of the Board with a direct or indirect interest in such transaction may vote to approve such transaction.

c) TENNESSEE CODE- The provisions of Tennessee Code section 48-58-302 concerning director and officer conflict of interest (and any succeeding legislation) shall apply to the FWBB. To the extent these bylaws conflict with the Tennessee Code, the Tennessee Code shall govern.

## **ARTICLE 13- DISSOLUTION**

Should the FWBB cease to exist, after paying or adequately providing for the debts and obligations of the organization, any remaining funds or other assets shall be used for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future tax code, or shall be distributed to the federal government or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the Chancery Court of the county in which the principal office of this corporation is located, exclusively for such purposes or to such organization or organizations, as said Court shall determine which are organized and operated exclusively for such purposes. If consistent with such purposes, such assets may be distributed into the General Fund of Fayette-Ware High School to be used as funds for the Fayette-Ware High School program. All records of the FWBB shall be turned over to Fayette-Ware High School.

## FINANCIAL CONTROLS - ACCOUNTING PRACTICES

The FWBB organization will:

- 1) Use their own Employer Identification Number (EIN) on their bank account.
- 2) Keep the bank account at an FDIC insured institution
- 3) Maintain the bank account in the legal name of the organization
- 4) Require at least two signatories on the bank account at all times
- 5) Follow these best practices if a debit/credit card is established in the name of the organization:  
*Include a list of authorized users, daily/monthly/annual spending limits.  
Never allow any personal charging on the organization's card.*
- 6) Require bank statements to be reviewed on a monthly basis by at least one of the bank signatories PLUS one other officer without signature authority to ensure separation of financial controls.
- 7) Create a written financial report presented at each membership meeting and at the end of the fiscal year
- 8) Require all purchases for the organization be pre-approved in the annual budget, or by a vote of the board or membership.
- 9) Use sequentially numbered checks with all checks being accounted for and held in the custody of an officer authorized by the Board, such as the Treasurer.
- 10) Ensure payments correlate to an invoice or receipt on which the check number and date paid are written. If a receipt or invoice is not available, an officer writes, signs, and dates a description of what was purchased.
- 11) Ensure no blank checks are ever pre-signed for any reason.
- 12) Keep all cash in a secure location, such as in a lock box.
- 13) Keep a cash box ledger and provide monthly cash box reports to the Board which include starting balance, expenditures, additions and ending balances.
- 14) Provide receipts whenever cash is turned over or collected. Receipts are sequentially numbered, with a copy kept, whenever cash is turned over or collected. Alternatively, a receipt ledger on which the date, amount, and signature of both the giver and recipient of the funds may be used.

- 15) Count cash with two (2) people on the day the funds are collected and at the site (e.g., school) where the funds are collected.
- 16) Use a cash tally sheet showing the date and amount collected; have counters sign the sheet. If Treasurer is not one of the counters, have them re-count funds and countersign the tally sheet. Take a photo of the cash tally sheet immediately after it is completed and signed.
- 17) Deposit cash as soon as practicable upon receipt of the funds, normally daily, into the organization's bank account. Ensure Treasurer has a copy of the deposit slip. Cross-reference the deposit slip with the cash tally sheet and save all documents for the bank reconciliation.
- 18) Meet with the FWCHS principal monthly if requested, to go over the budget monthly during the school year.