

1. All Organizations must use *Finance Manager* software for tracking all financial activity including the budget of the group.
2. Board financial activity must be kept current with **monthly bank statements reconciled by the 20th of the following month**. A finance or treasurers report **must** be provided to all group and community members at each regularly scheduled meeting. A copy of this monthly finance or treasurers report must be included with monthly reviews.
3. **All Board positions must be filled prior to application for Board of Ed approval in August**. There can be NO activity transacted if there are vacancies in any of the following officer positions: President, Vice-President, Treasurer, Secretary. **Any changes in officers after the Board of Ed approval is obtained must be communicated to the District Auditor for Chippewa Valley Schools**.
4. Non-cash handling District and EduStaff employees can be on the bank account, but any District or EduStaff employee that handles cash **cannot** (Secretary, Media Clerk, Foodservice, Game Worker, and other cash handlers not listed). Signers **cannot** be a co-chair, a trustee, event coordinator, etc.
5. An approved budget must be provided to the District Auditor after the first Board Meeting is held. Without an approved budget, the group may not conduct any financial transactions on behalf of the group.
6. Group bank statements must have the Chippewa Valley Schools administrative building address. The statements will be forwarded to the group after scanning.
7. If the group is approved by the Business office to receive online statements, **the group must provide the District Auditor with a user ID and password. Online banking accounts are for viewing access ONLY!**
8. All groups must have 3 check signers, including the Treasurer of the group and Scott Sederlund, as a district representative.
9. No Electronic Payment Systems should be used other than Square, unless approved by the District. If approved, District must be provided with a User ID and Password.
10. All group finances, including individual *Student Activity Account (STAA)* tracking (if applicable), must be available to the district for review within 7 calendar days upon request. Failure to cooperate or comply may result in a recommendation to the Board of Ed to revoke the Groups status to operate using the Chippewa Valley School(s) or district name. **Groups must submit reviews as outlined within the CVS Community Support Review Calendar**. *Not adhering to the review calendar could put your group in jeopardy of operating*.
11. **All new and previous group officers must attend mandatory District guideline/policy review training** before the new school year starts. Please look for an email to come out from the District Auditor regarding sign-up for training by September 9, 2024.
12. **All NEW Treasurers and Co-Treasurers must attend mandatory Finance Manager Training**. Please look for an email to come out from the District Auditor regarding sign-up for training by September 9, 2024.

Please return this signed document to Laurie Stevenson, District Auditor, by June 3, 2024

President Signature	_____	Date	_____
Vice President Signature	_____	Date	_____
Treasurer Signature	_____	Date	_____
Secretary Signature	_____	Date	_____