

JEFFERSON COUNTY BOARD OF EDUCATION  
FINANCIAL GUIDELINES AGREEMENT

Organization Name: \_\_\_\_\_

Organization President: \_\_\_\_\_

Organization Treasurer: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

The before mentioned organization acknowledges the receipt of the Jefferson County Board of Education financial guidelines governing school related organizations. It further recognizes that all organizations that maintain their own financial records must fully comply with these guidelines. In accordance with these guidelines, copies of the following items are to be submitted to the school principal no later than April 15 (yearly, if applicable):

Employer Identification Number issued by the IRS

Proof of Fidelity Bond for the Treasurer (yearly)

A monthly financial statement to include a check register is to be submitted to the Internal Audit Department via the school on a monthly basis.

A copy of the annual audit is to be submitted to the Internal Audit Department via the school no later than October 30 of each year.

\_\_\_\_\_  
Signature of Booster President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date