DENTON HIGH SCHOOL FILLIES BOOSTER CLUB

Standing Rules & Financial Policies Manual

(Created August 2026, Board Approved 8/4/26)

A. PURPOSE

These Standing Rules establish the day-to-day operating procedures of the Denton High School Fillies Booster Club. The Standing Rules may be amended by a majority vote of the Executive Board, provided such amendments do not conflict with the Bylaws. In the event of a conflict, the Bylaws shall govern.

B. FINANCIAL OPERATIONS

Spending Authority

- Budget amendments or non-budgeted expenditures exceeding **$2,500.00** shall require approval in accordance with the provisions of the Bylaws and require Booster membership vote.

Bank Statements

- Permanent address for Booster Club is 3001 Bronco Way, and statement mailing goes to the Treasurer's home address for the duration of their tenure as Treasurer due to lack of access to school mail during certain time periods through the year.

Cash Handling

- Only current Executive Board members (excluding the Non-Financial Reviewer) may collect, count, transport, or deposit Booster Club funds during events and fundraisers.
- A minimum of two unrelated Executive Board members shall count all cash together and verify the total before deposit. The Treasurer can appoint two vetted non-board members to count cash if needed provided that the Treasurer serves as a third counter on the transaction.
- Cash shall not be left unattended during any Booster Club event
- Cash counts shall be documented and verified by two Board members.
- Booster Club funds shall never be commingled with personal funds.
- Funds shall not be stored by volunteers or non-Board members.
- Deposits should be completed as promptly as practical and generally within five (5) business days.

Reimbursements

- Must include receipt
- Sales tax does not get reimbursed
- Reimbursements should be submitted within 30 days and no later than 90 days.
- Pre-approved expenses only

Digital Payments

- Two officers must have account access (President and Treasurer)
- All transactions logged
- Administrative usernames and passwords shall be maintained as part of the annual officer transition records.
- Include all bank statements, credit card statements, and available reconciliation reports for Non-Financial Reviewer to be done monthly

Debit Card Administration

- The Treasurer and The President shall be the authorized custodians and user of any Booster Club debit card. The President's use of the authorized debit card is for security and access ability and should only be used under the knowledge and agreement of the Treasurer.
- Debit cards shall be used only for approved Booster Club business and authorized expenditures.
- Every debit card transaction shall be supported by an original receipt or equivalent documentation.
- Debit card transactions shall be entered into the Booster Club accounting system and included in the monthly Treasurer's Report.
- All debit card transactions shall be reviewed monthly by the Non-Financial Reviewer.

Year End Financial Reporting

- Outgoing Treasurer to complete final reporting of both Federal Tax Reporting and Sales Tax Reporting (if still quarterly reporting) after the close of the fiscal year in which he or she was the elected Treasurer. This is generally to occur in July. The incoming treasurer assumes all financial controls, records, and authority at the outset of the new fiscal year, with exception for tax filings. Outgoing treasurer's authority is limited to tax filing and concluded with the submission acceptance of the filing.

C. FUNDRAISING RULES

- Must be pre-approved
- No individual team member/student fundraising accounts
- No requirement or coercion to participate in any fundraiser
- All funds belong to Booster Club
- All marketing and promotional materials shall identify the activity as a Booster Club-sponsored fundraiser.

D. INTERNET/WEBSITE POLICY

- The Booster Club shall maintain an official website and associated internet domain for communication and organizational purposes.
- A minimum of two current officers shall maintain administrative access to the website and domain registration accounts.
- Website login credentials, domain registration information, and administrative access shall be transferred during each officer transition.
- Website content shall comply with all Denton ISD policies and applicable laws.
- No individual names or identifying information of current or past team members will be published in website or social media mediums.
- The website shall serve as the official online communication resource of the Booster Club whenever practical.

E. EVENTS

- All Booster Club-sponsored events shall be included in the approved annual budget or approved by the Executive Board.
- All events shall receive approval from required Denton ISD administrator.
- Insurance carriers shall be notified of events when required by the applicable insurance policy.
- The Treasurer shall prepare a post-event financial report when applicable.

F. SCHOLARSHIP ADMINISTRATION PROCEDURE

- Independent scoring committee
- Blind review of all applications and scholarship selection
- Rubric required
- No subjective selection
- Scholarship awards may ceremoniously be awarded prior to Graduation, but distribution of checks should occur after the Graduation ceremony occurs.
- The Executive Board does have the power to amend dollar amounts allocated to scholarships from year to year.

G. CONTRACTS

- Only the President and Treasurer may execute contracts on behalf of the Booster Club.
- Contracts requiring Executive Board approval under the Bylaws shall not be executed until such approval has been obtained.
- Whenever practical, a minimum of two (2) competitive bids shall be obtained for purchases exceeding $2,500.00.

H. RISK MANAGEMENT

- Incident reporting within 24 hours
- Insurance claims handled by President
- All Executive Board Members to sign a confidentiality and ethics agreement

I. RECORDS

- Stored digitally + physically
- 7-year retention minimum
- Electronic records shall be backed up regularly

J. TRANSITION CHECKLIST

Financial

- Banking access
- Payment processor
- Financial reconciliation
- Tax records
- Insurance information

Digital Assets

- Web site
- Domain registrar
- Web management information
- Cloud storage
- Google Workspace
- Canva
- Accounting software
- Payment processor

- Social media
- Administrative usernames and passwords

CERTIFICATION

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SIGNATURE PAGE

Adopted on: ____8/4/26 (signed copy on file)_______

President: ____ Date: ___________
Deanna Chamberlin

Secretary: ____ Date: ___________
Berenise Perez

Treasurer: ____ Date: ___________
Kayla Whitworth

1st VP: ____Date: ___________
Kim Rodriquez

2nd VP: ____ Date: ___________
Lindsay Hilliard

Spirit Wear: ____Date: ___________
Keyva Smalley

Non-Financial Reviewer: _____________________________________ Date: ___________
Kassie Adams

Director (Acknowledgment Only): _____________________________ Date: ___________
Kerri Burgess

Director (Acknowledgment Only): _____________________________ Date: ___________
Jamitrice Eneh