

East Side Union High School District
School-Connected Organization
Annual Audit Checklist

School-Connected Organization automatically grant the District the right to audit their financial records at any time, either by the District's internal audit personnel or by an external auditor. An annual audit checklist signed and **prepared by someone independent of bank signing, depositing or check writing duties**. Form 3 shall be submitted and filed with the District due annually by October 1st

Name of Organization: Santa Teresa Athletic Booster Club (STABC)

Name of School: Santa Teresa High School

Audit Checklist Prepared By Name: Mike Cecilio

Preparer's Affiliation to the School-Connected Organization: Previous general member

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Audit Checklist Completed Date: September 14, 2022

Audit Coverage Fiscal Period Coverage: July 1, 2021 - June 30, 2022

Please provide the following YES, NO or N/A (not applicable) answer to each question about the SCO.

	Yes	NO	N/A
1. Are students required to pay a fee in order to participate?		X	
2. IRS Form 1099, if needed, are issued each calendar year?			X
3. Are paid coaches District registered volunteers who have fingerprint and TB clearances?	X		
4. Financial statements, cash reconciliation and bank statement(s) are presented at each regular meeting?	X		
5. All check disbursements are signed by two authorized check signers? All disbursements and expenditures are approved by the SCO Board and recorded in the meeting minutes with original invoices and receipts?	X		
6. Has there been any food or beverage sold during the school day?			X
7. Do all coaches and volunteers agree and understand their mandated reporter role to report any suspicion of abuse or neglect to the Principals and local law enforcement agency?	X		
8. Regarding hired athletic coaches, are there any Title IX (sex discrimination) violations?		X	
9. Is mismanagement suspected?		X	

Original to East Side Union High School District, Senior Manager of Internal Controls, 830 N. Capitol Avenue. San Jose, CA 95133, Phone 408.347.5300