

PASADENA INDEPENDENT SCHOOL DISTRICT INTERNAL AUDIT

Student Fund 865 Self Assessment

Date _____

Club Name _____ Sponsor _____

The purpose of this self-assessment is to provide you with a tool to evaluate your existing processes and controls and to identify any risk of loss through error, noncompliance, or theft. Please use this tool to self-evaluate your club for compliance with District policies and guidelines and to make improvements where necessary. If you need assistance, please contact Internal Audit at 713-740-0245.

Test Assessment		Yes or No	Self-Identified Recommendations for Improvement for assessment where "No" was answered
A	Does club nominate and elect officers, one being a Treasurer?		
B	Are officers elected on a yearly basis?		
C	Are club's bylaws current and school specific?		
D	Is club's officer contact form current and updated throughout the school year if changes occur?		
E	Are club's bylaws, officer contact list, meeting minutes and treasurer's reports on file in the campus financial office or with campus designee?		
F	Are events and transactions all voted on and recorded in meeting minutes?		
G	Does club spend only available funds?		
H	Does club create monthly treasurer's reports?		
I	Are cash collections set up and approval received before the start of all cash collecting events?		

J	Does club have only allowable fundraisers that have been preapproved by campus administrator?		
K	Are pre sale fundraising items receipted in full before placing order?		
L	Are profits from all fundraisers distributed equally among club members?		
M	Is all money collected for charitable donations deposited into the 865 account?		
N	Are all charitable donations to a nonprofit organization, issued with a district check and not to individuals?		
O	Are all records retained according to the District Records Management Schedule?		
P	Has sponsor viewed Student Clubs Fund 865 e-Courses available on Eduphoria?		