

# CVS Community Support Group Review Calendar

<b>CVHS Athletic Boosters, CVHS Band Boosters, CVHS Choir Boosters, Dakota Boosters, Dakota Wrestling</b>	
<b><i>Calendar Month</i></b>	<b><i>Due Date</i></b>
July - September	3 <sup>rd</sup> Week in November
October – December	3 <sup>rd</sup> Week in February
January – March	3 <sup>rd</sup> Week in May
April – June	Upon completion of year end close or by July 24 <sup>th</sup>
<b>Cherokee, Cheyenne, Clinton Valley, Erie, Fox, Huron, IAM, Miami, Mohawk, Ojibwa, Ottawa, Sequoyah, Shawnee, Algonquin</b>	
<b><i>Calendar Month</i></b>	<b><i>Due Date</i></b>
July/August	2 <sup>nd</sup> Week in October
September	2 <sup>nd</sup> Week in November
October	2 <sup>nd</sup> Week in December
November	2 <sup>nd</sup> Week in January
December	2 <sup>nd</sup> Week in February
January	2 <sup>nd</sup> Week in March
February	2 <sup>nd</sup> Week in April
March	2 <sup>nd</sup> Week in May
April	2 <sup>nd</sup> Week in June
May	2 <sup>nd</sup> Week in July
June	Upon completion of year end close or by July 24 <sup>th</sup>

## Include these documents in your audit packet each month

1. Community Support Group Meeting Minutes, Agenda, Treasurers Report and Sign-in sheet from monthly meeting.
2. Bank Reconciliation from *PTO Manger* signed off by President
3. All supporting documentation for the month's activity: order forms, pre-registration forms, log sheets, check requests with receipts, Deposit sheets with receipts, class lists, flyers, ticket stubs, etc.
4. Raffles: All supporting documentation: raffle application, raffle license, financial statement, ticket stubs, winner information (names, ticket numbers, amounts won, etc.), non-winner information if doing a Reverse Raffle (names, ticket numbers, etc.)

**Please submit documentation for ALL transactions that are on the bank statement.**