



BROKEN ARROW PUBLIC SCHOOLS APPLICATION FOR SANCTIONING

This is a request for sanctioning by the Applicant to the Board of Education of the Broken Arrow Public Schools pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds. The Applicant is a student achievement program or a parent-teacher association or organization.

Name of Applicant Group: Broken Arrow PTA Council

Applicant's Address: 210 N main st. BA, OK 74012

Applicant's Taxpayer I.D. No.: 237118987

Applicant's Representative from whom additional information may be obtained:

Charla Lane

Applicant's Telephone Number: 918-724-4350

President

Name: Charla Lane

Address: 2207 S 1st St

Broken Arrow, OK 74012

Phone: 918-724-4350

Email: cjlane@cox.net

Treasurer

Name: Tarran Ross

Address: 405 E Ft. Worth St.

Broken Arrow, OK 74012

Phone: 918-852-4277

Email: mtross2605@gmail.com

Has the organization provided any payments to district employees during the past 12 months? ___ Yes No

Have you attached copies of your most recent tax filings & 1099s? Yes ___ No

We agree, if sanctioned, as per Board Policy #6205, to follow proper bookkeeping procedures, and to ensure the safeguarding of all assets. We, the officers, also agree to annually issue by January 15 all appropriate IRS tax forms including 1099s and W-2s filed with the IRS and the Oklahoma Tax Commission, and to provide copies to the Chief Financial Officer at the same time. We, the officers, agree the organization will not hire or pay employees of Broken Arrow Public Schools. We understand the district prohibits booster club/PTAs from hiring district employees. Applicants certify that the organization does not and will not discriminate with respect to benefits, membership, programs, operation or organization on the basis of race, gender, age, religion, national origin, or disability. We certify that the "Treasurer" is not an employee of Broken Arrow Public Schools, in any capacity.



Attach the most recent financial audit report, if any, for the Applicant issued by an independent accounting firm.

Applicant acknowledges that the Board of Education has the discretion to sanction or decline to sanction the Applicant, and the decision of the Board of Education is final and non-appealable. Applicant further acknowledges that (a) the Board of Education may, at any time, request the records maintained by the Applicant, which records Applicant will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interest of the School District to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

Applicant also acknowledges that, in order for the School District to consider whether to maintain the sanctioning action of Applicant, Applicant shall provide to the Board of Education, upon request, on an annual basis, by August 1 of each year, the audit report, if any, for Applicant's recently ended fiscal year, prepared by an independent accounting firm.

Instructions to Applicant:

1. Complete this application. Please print or type.
2. Attach Applicant's most recent financial audit report, if any.
3. Sign and date this application.
4. Deliver this application to:

Natalie Eneff, Chief Financial Officer
Marsha Janey, Administrative Assistant to CFO
701 S. Main Street
Broken Arrow, OK 74012
918-259-5769

Charla Lane
(Print Name of Representative of Applicant)

9/15/24
(Date)

Charla Lane
Signature of Representative

Please submit application to CFO by the October 15th deadline.

Financial Reconciliation Report

School Year: 2023-2024

Information must be in the Oklahoma PTA Office by October 31st of the current school year or the unit will NOT be in good standing.

Oklahoma PTA and local unit bylaws require all PTA/PTSA units and councils to file this report annually. This form must be received in the state office no later than October 31st for a unit to be considered "in good standing" with the State PTA and National PTA. Units and councils should present this at their first general meeting.

Mail to: Oklahoma PTA, 8524 S. Western, Suite 107, Oklahoma City, OK 73139
Fax: 405-681-0738 Email: director@okpta.org Phone # 405-681-0750

Full Name of PTA/PTSA Unit or Council: Broken Arrow Council PTA
School District: Broken Arrow County: Tulsa Council (if applicable): Broken Arrow

Financial Information

Reporting Fiscal Year: 2023-2024

(Fiscal year is from July 1 through June 30 and would be the year immediately preceding the current school year.)

1. Beginning Balance (From line #6 of last (previous year's) report.)	<u>3986.08</u>
2. Deposits (total deposits from the beginning to the end of the period covered by this report).	<u>4887.39</u>
3. Total Cash (add #1 and #2)	<u>8873.47</u>
4. Disbursements (total disbursements from the beginning to the end of the period covered by this report).	<u>5837.93</u>
5. Ending Balance (subtract #4 from #3).	<u>3035.54</u>
6. Bank Statement Balance (for last month covered by this report). (This should equal line 5.)	<u>3035.54</u>
7. Checks Outstanding:	
_____	_____
_____	_____
8. Deposits Outstanding:	
_____	_____
_____	_____
9. Bank Account Balance (subtract #7 from #6 and add #8).	<u>3035.34</u>

Date of Report: 7-3-24

We have studied the books of the unit/council listed above for the fiscal year indicated and find them to be:

Correct Substantially Correct Incomplete Incorrect

Substantially correct with following adjustments:

Comments:

Signatures: 1. Reporting Committee Chair: _____

2. Member: _____

3. Member: _____

OR Signature Professional Tax Service: 

IRS Form 990 or 990-E filed by: _____

on (date): _____

Date Rec'd in State PTA Office: _____

Completed: _____

Form ID: OK-492
Updated: October 2020



Confirmation

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Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** PTA OKLAHOMA CONGRESS
- **EIN:** 237118987
- **Tax Year:** 2023
- **Tax Year Start Date:** 07-01-2023
- **Tax Year End Date:** 06-30-2024
- **Submission ID:** 10065520242098055871
- **Filing Status Date:** 07-27-2024
- **Filing Status:** Pending

Note: Print a copy of this filing for your records. Once you leave this page, you will not be able to do so.

MANAGE FORM 990-N SUBMISSIONS