

Band Boosters of Oakton High School (BBOHS)

General Operations Financial Policies

Created June 2009

Updated October 2011

Updated May 2014

Section 1: General Financial Policies

1. These general financial policies apply to financial transactions authorized by the BBOHS to support the Band program and provide guidance for the BBOHS officials.
2. Purpose
 - a. Establish guidelines for approving and paying expenses to support the Band program at Oakton High School.
 - b. Establish guidelines for the deposit of all funds collected from fund-raising activities related to the Band program at Oakton High School.
 - c. These guidelines are not intended to interfere with the BBOHS by-laws, county and state educational regulations, or other legal entities responsible for music programs in Fairfax County.
3. Deposit of funds collected
 - a. All monies collected will be turned over to the Treasurer within 7 days.
 - b. Checks placed in the lock box located in the Band room will be deposited once a week by the BBOHS Treasurer.
 - c. Cash amounts will be verified by the signature and date of two BBOHS members before deposit.
 - d. All deposits will be made within five (5) (as with "7" above) business days of receipt into the BBOHS bank account by the Treasurer.
 - e. Checks deposited into the BBOHS account that are not honored will be charged the fee assessed by the BBOHS bank.
 - f. Treasurer will reconcile bank deposits made on a monthly basis.
4. Disbursements
 - a. Disbursements will be made by check or credit card whenever possible.
 - b. Credit cards will be issued to the following BBOHS board members:
 - i. President.
 - ii. One BBOHS Officer or one Committee Chair (as determined by the Officers).
 - iii. Band Director(s).
 - c. Cardholders will review the monthly charges and submit signed statements with form to the Treasurer for approval and payment.
 - d. Credit cards will be assigned to individuals and may not be used by other individuals.
 - e. Only purchases for support of the BBOHS may be charged to the cards.
 - f. Questions on the proper use of the cards will be referred to the Executive Board Governance member(s).
 - g. The non-budgetary expense approval process is addressed in the BBOHS By-Laws in Article VI, Section 4.

- h. The check writing approval process is addressed in the BBOHS By-Laws in Article XIV, Section 2.
- i. Cash may be advanced to support Band activities. Cash will be signed for by the individual receiving the cash and will be accounted for by reconciling cash and receipts after the advance has been used. Approval and use of advances is as follows:
 - i. Cash advances to the Band Directors or BBOHS members may be authorized in writing and approved by the President or Vice President.
 - ii. Cash advances may be used for:
 - 1. Small purchases.
 - 2. Tips for bus drivers.
 - 3. Other items as approved by the President or Vice President.
 - iii. Cash may be authorized for trips when approved by the President or Vice President.
 - iv. Cash may be authorized to provide a cash drawer for activities such as the Oakton Classic to facilitate a fund-raising project.
- j. Bank reconciliations will be performed by the Treasurer and approved by the BBOHS President.
- k. Purchases will be made in accordance with budget line items that have been approved and will be recorded as part of the appropriate budget line item. Large budgetary purchases are addressed in the BBOHS By-Laws, Article VI, Section 1

5. Purchases

- a. Purchases less than \$1,000 may be made by BBOHS officers in accordance with Article VI, of the BBOHS By-Laws.
- b. Receipts will be maintained by the purchaser and submitted to the Treasurer along with a completed "Check Request for Expense Reimbursement from Band Boosters" form.
 - i. Acceptable documentation is any of the following:
 - 1. Original receipt.
 - 2. Copy of original receipt.
 - 3. Credit card statement.
 - 4. Copy of cancelled check.
- c. Purchases over \$1,000 must be approved by a majority of the Board as part of the budget or special one-time occurrence.

6. Property bought for the BBOHS will belong to Oakton HS.

7. Band reserve funds

- a. Amounts are retained each year to fund current and future needs of the Band. Amounts reserved will be determined by the individual Reserve Plans, as approved by the Executive Board or by the President and Vice President within the guidelines of the BBOHS By-Laws. Use of these funds will be proposed by the BBOHS President, subject to approval by the Executive Board and the members. Reserve funds will be maintained for the following purposes:
 - i. Marching Uniforms
 - ii. Concert Uniforms.
 - iii. Instruments.
 - iv. Percussion.
 - v. Rainy day fund.

- b. The total amount of funds in all reserve accounts will be held in an easily accessible revenue-generating account, such as a money market savings account. Each reserve account will be tracked independently in the BBOHS accounting system.

Section 2: Conference Fees and Travel Expenses for Band Directors and Invited Guests

1. Conference Fees and Travel and Expenses for Band Directors and invited guests may be paid by the BBOHS as authorized by the BBOHS President and Vice President.
 - a. There will be a line item in the approved budget each year to fund these activities.
 - b. Conferences and travel paid from BBOHS funds will only be used to benefit the Oakton High School band program.
 - i. Maintain current skills of the Band Directors.
 - ii. Identify new ideas and current trends for high school band programs.
 - iii. Enhance the reputation of the Oakton Band Program in the high school band community.
 - iv. Obtain support for the Oakton Band Program.
2. Conference fees will be paid directly to the event whenever possible.
 - a. Advance payments to the event for early payment discounts will be made.
 - b. If direct payments cannot be made, advances to the Band Directors will be made for the event.
3. Travel reimbursement for Band Directors and invited guests
 - a. Reimbursement of expenses will be made in accordance with the Fairfax County Public School policies found in Regulation 5310.9, Appendix B, and future amendments.
 - b. Funds will be approved in the BBOHS budget for these events.
 - c. Reimbursement and estimates for lodging, meals, and incidental expenses will follow rates established by the U.S. General Services Administration (GSA).
 - d. Lodging expenses will be paid for the conference rate and any additional taxes, plus any reasonable charges to upgrade lodging that would benefit the Oakton High School music program.
 - i. Upgrades will be limited to \$40 per night per trip unless authorized in writing with supporting justification, by the President or Vice President.
 - ii. Lodging receipts will be required for reimbursement.
 - e. Meal expenses will be paid on a daily basis.
 - i. Meals will be charged to a BBOHS credit card.
 - ii. Actual meal expenses will be reimbursed when receipts are provided for non-credit card purchases.
 - iii. The total meal expenses will not exceed the GSA rate for meals times the number of days, and are limited to actual expenses, unless authorized by the President or Vice President of the BBOHS.
 - iv. An entertainment fund up to \$100 is allowed to further the Oakton High School Band Program per conference attended. This amount is not included in the total meal budget amount.
 - v. Charges for alcoholic beverages will not be reimbursed.
 - f. Transportation expenses for travel will be paid as follows:
 - i. Hotel shuttles to and from the airport and meeting site will be used whenever possible.
 - ii. Tips will be reimbursed.

- iii. The IRS Standard Mileage Rate will be used for reimbursement when personal travel is required.
 - iv. Actual expenses for rental cars and gasoline will be reimbursed with receipts when authorized.
 - v. Taxis, airport limo services, or bus transportation to and from airports, hotels, restaurants or home will be itemized when presented for payment.
 - vi. Receipts are only required for amounts over \$25.
4. Local travel expenses
- a. Local mileage may be authorized by the President and Vice President.
 - b. Meals may be authorized by the President and Vice President.
 - c. Receipts are only required for amounts over \$25.
5. Miscellaneous expenses, such as the following, may be authorized by the President and Vice President during travel as determined reasonable and justified.
- a. Student recognition.
 - b. Pizza or snacks for students.
 - c. Other band directors.

Section 3: Financial Policies for Parents and Students

1. Fees and Charges
- a. A student and the student's parent(s) are responsible for damages caused by the student at Band events and Band-related activities, such as spring trips and Band camps (Orkney).
2. BBOHS does not provide receipts for cash payments and is not responsible for cash that is left in the payment box. Students and parents place cash in the payment box at their own risk. BBOHS strongly recommends that payments be made other than by cash, such as checks.

Band Boosters of Oakton High School (BBOHS)
Standard Monthly Financial Reporting Guidelines

Created June 15, 2009

The Treasurer shall prepare the following three items on a monthly basis.

Monthly Statement of Activities – Revenues & Expenses

Columns on this report shall be--

- Actual Year to Date
- Current Year Budget
- Difference of Actual & Budget
- Explanations for any line item with a difference of \$1,000 or more

Statement of Uses of Funds

Columns on this report shall be--

- Opening Reserve Balance by Fund
- Increase in Balance
- Decrease in Balance
- Ending Reserve Balance by Fund
- Explanation of any changes in Funds of \$1,000 or more

This report must match the cash on hand in all bank accounts.

Written Report

The written Treasurer's report shall include comments on the two reports addressed above, as well as any other issues or concerns related to the financial health of the BBOHS, and shall provide insight to BBOHS members unable to attend the regularly scheduled meetings. This written report shall be made available to BBOHS members.

Band Boosters of Oakton High School

Treasurer Position Description

Created June 2009
Updated October 2010
Updated May 2014

Payments

- The Treasurer will ensure that all invoices are approved by the President and assigned to a specific account before payment is processed.
- Volunteers will use an expense form and, whenever possible, attach a copy of their receipt when requesting reimbursement.
- If a receipt is not available, the Treasurer plus one other executive board member may authorize payment.
- Checks in the amount of \$250 or more require two authorized signatures.

Deposits

- Monies collected by the Band should be deposited at least once each week.
- Proceeds from fundraisers that exceed \$2,500 should be deposited on the next business day.
- A copy of each check deposited into the BBOHS account will be attached to the deposit receipt.
- The items in the lockbox in director's office will be collected at least once a week.
- The treasurer will confirm that cash deposits have been counted and signed off by two individuals prior to taking possession of it.

Budget

- The Treasurer will coordinate with the Executive Board and committee chairs to prepare the budget.
- The Treasurer will make a copy of the working budget available 15 days before the special budget working session meeting to all the BBOHS members.
- The Treasurer will monitor expenditures to ensure that they are in line with the budget.
- The Treasurer will present the working budget at the special budget working session Executive Board Meeting.
- The Treasurer will prepare the final version of the budget at least 15 days prior to the year-end booster meeting.

Bank

- The Treasurer will monitor the status of all checking and CD accounts.
- The Treasurer will monitor the use of all credit cards.
- The Treasurer will turn bank records over to the President for monthly reconciliation.

Band Boosters of Oakton High School

Governance Board Member Position Description

Created June 2009

Updated May 2014

The Governance Board Member shall be appointed by the President, subject to approval by a majority of the Executive Board. The Governance Board Member will serve as an active member of the Executive Board, but will serve in no other official BBOHS capacity. The Governance Board Member's role is to provide oversight and objective perspective to the BBOHS officers and Executive Board.

1) Member is proactive with enhanced responsibilities

- Provides input to the President, who is responsible for recommending annual reviewers to the Executive board
- Oversees reviews, both internal and external
- Meets with reviewers to review preliminary and final review
- Receives and reviews the review findings, if any, and advises the Executive Board on its response
- Compliance in oversight
 - Provide a forum for addressing credible member inquiries, with appropriate confidentiality
 - Work with BBOHS officers to avoid conflicts of interest
- Presides over the Special Budget Meeting
- Responds to BBOHS Executive Board member financial questions as needed

2) Financial expertise of Governance Board Member

- Member should have appropriate financial knowledge and relevant experience in the area of governance and controls.

3) Governance Board Member is objective

- The Governance Board Member shall not be an officer or hold any committee leadership positions

BAND BOOSTERS OF OAKTON HIGH SCHOOL (BBOHS)

PAYMENT PLAN REQUIREMENTS

The BBOHS believes that all students who are willing to make the commitment to the music program should be able to participate regardless of their financial situation. In addition, the BBOHS makes every effort to spread Band payments over several months. However in some rare cases, parents are not able to meet the monthly payment commitments and need more time to pay. The BBOHS offers the option for parents to establish payment plans for the required Band expenses only.

The BBOHS shall keep all financial requests, and actions on them, confidential.

The following conditions must be met and agreed to in order to enter into a payment plan with the BBOHS.

1. Requests for payment plans shall be submitted to the Band Director(s) or the BBOHS Student Accounts Treasurer using the attached form. The request shall include the payment amounts, dates payments will be made, and a justification for the request. Band Director(s) and BBOHS Officers will review the request to make sure the organization's cash flow can meet the request. The Treasurer is responsible for ongoing communication with the family regarding the payment plan.
2. The Band member recipient will comply with the Band Program's rules and the BBOHS reserves the right to cancel the plan.
3. The Band member recipient will attend all days of Band camp, all required football games, and all competitions as outlined in the calendar of events unless the Band Director has agreed to an exception due to extenuating circumstances.
4. The Band member recipient must participate in Tag Day and is strongly encouraged to participate in other fundraisers. Participation in fundraisers will help students to reduce their fees.
5. Any behavior unbecoming to the Band member including, but not limited to, drinking alcoholic beverages, smoking, use of illegal drugs, and suspension from school will result in the cancellation of the payment plan and all past due amounts will be due immediately.
6. If a payment plan is approved, the parent(s) of the Band member recipient agrees to make all payments in a timely manner as established by the parent(s) and the BBOHS in the plan.
7. The Spring Trip is an optional expense. A payment plan is already provided for that trip and no additional payment plans will be provided for that specific trip. Please note that if your student is on a payment plan and wants to go on the Spring Trip, all required Band payments must be paid prior to the trip, not just the payments for the trip.

BAND BOOSTERS OF OAKTON HIGH SCHOOL (BBOHS)

PAYMENT PLAN AGREEMENT

I have read the BBOHS Payment Plan Requirements and understand that these must be met on an ongoing basis in order to enter into a payment plan with the BBOHS. Failure to comply with those requirements will result in immediate cancellation of the balance of payment plan and will preclude consideration for a payment plan by the BBOHS in future years. If a Band member recipient fails to remain a member of the Band for the entire Band season or the Payment Plan Requirements are not followed, all payments are immediately due and payable.

Payment Amount Requested: _____

Payment Dates Requested: _____

Justification:

Parent / Legal Guardian Signature: _____ Date: _____

Parent / Legal Guardian Name (Please Print): _____

Student Signature: _____ Date: _____

Student Name (Please Print): _____

BAND BOOSTERS OF OAKTON HIGH SCHOOL (BBOHS)

FINANCIAL AID REQUIREMENTS

The BBOHS believes that all students who are willing to make the commitment to the music program should be able to participate regardless of their financial situation. BBOHS is committed to providing limited financial aid to that end. Therefore, the BBOHS each year sets aside a very limited amount of funds for financial aid to offset required Band expenses for those students with a real need. As these funds are limited, the BBOHS spreads the funds among multiple students, programs, and times of year, limiting the amounts we can provide to any one student. The BBOHS shall keep all financial aid requests, and actions on them, confidential.

The following conditions must be met and agreed to in order to obtain, and continue to receive, financial aid from the BBOHS.

1. Financial aid requests shall be submitted to the Band Director(s) on the attached form. The request shall include the dollar amount of the request and the circumstances justifying the request. The Band Director(s) and BBOHS Officers will review the request and notify the parents of their decision. The Treasurer will be responsible for ongoing communication with the family regarding financial aid.
2. The Band member recipient will comply with the Band Program's rules and the BBOHS reserves the right to cancel assistance.
3. The Band member recipient will attend all days of Band camp, all required football games, and all competitions as outlined in the calendar of events unless the Band Director has agreed to an exception due to extenuating circumstances.
4. The Band member recipient must participate in Tag Day and is strongly encouraged to participate in other fundraisers. Participation in fundraisers will help students to reduce their fees.
5. The parents of the Band member recipient must participate in at least ten hours of volunteer work within the BBOHS.
6. Any behavior unbecoming to the Band member including, but not limited to, drinking alcoholic beverages, smoking, use of illegal drugs, and suspension from school will result in a withdrawal of all financial aid.

BAND BOOSTERS OF OAKTON HIGH SCHOOL (BBOHS)

FINANCIAL AID AGREEMENT

I have read the BBOHS Financial Aid Requirements and understand that these must be met on an ongoing basis in order to obtain financial aid from the BBOHS. Failure to comply with these guidelines will result in immediate forfeiture of balance of assistance and will preclude consideration for financial aid by the BBOHS in future years. If a Band member recipient fails to remain a member of the Band for the entire band session or the Financial Aid Requirements are not followed, the BBOHS may demand that financial aid amount be repaid.

Amount Requested: _____

Please note that there are limited funds available.

Justification:

Parent / Legal Guardian Signature: _____ Date: _____

Parent / Legal Guardian Name (Please Print): _____

Student Signature: _____ Date: _____

Student Name (Please Print): _____

Band Booster of Oakton High School (BBOHS)

Budget Process

Created June 2009

Updated May 2014

Budget Planning:

1. Treasurer prepares a report comparing current-year budget to actual income and expenses and provides it to the President.
2. The President reviews the report for any known changes that will affect the coming year and establishes the budget timeline for the year.
3. Treasurer creates Excel budget template for the Directors and each committee chair. The budget template includes line-item detail.
4. The total Budget Package includes the budget, the statement and uses of funds, and the Long-Term Financial Plan for instruments, uniforms, percussion equipment, and any other reserve fund items. Each of these report templates is created during the planning phase.

Note: Generally, this process begins in January.

Budget Formation:

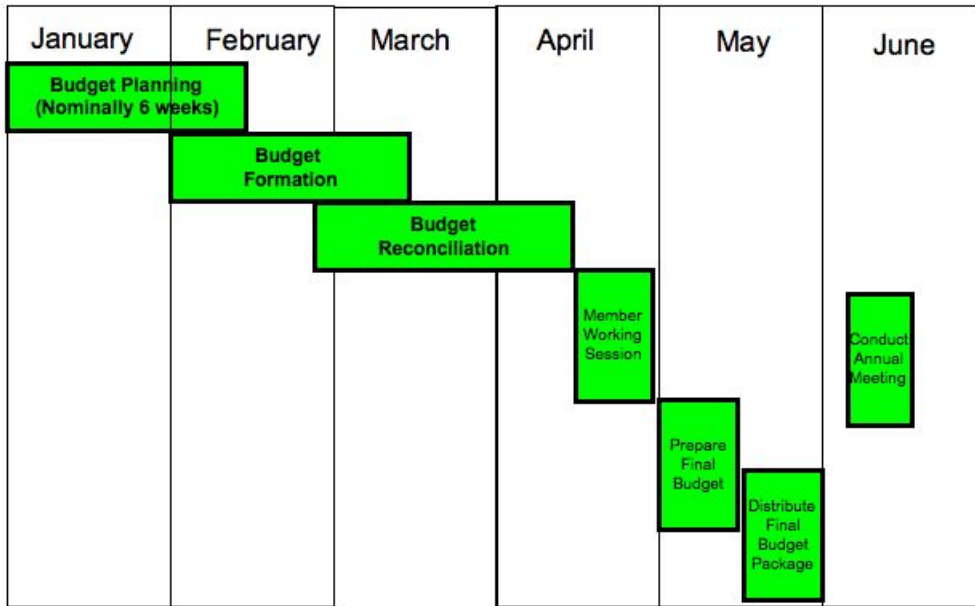
1. President, Vice President(s), and Treasurer meet with the Directors and go over the report comparing the current-year budget to actual income and expenses and fills in the budget package templates for next year. The Treasurer is responsible for incorporating the Directors' budget requests in the budget template with a description of any increases/decreases in the budgeted amount from the prior year greater than \$1,000. This is considered a draft set of budget requests from the Directors to the BBOHS.
Tip: The best time to schedule this meeting is after Festival and before the Spring Trip.
2. Each Committee Chair from the current year is asked to fill in his or her budget-specific template and return the information to the Treasurer.
3. The Treasurer includes the finance-related items and items that are not covered in the Directors' budget package and Committee Chairs budget (i.e., bank fees, interest from CD's).
4. Treasurer creates a master first-draft budget package that includes all of the information received and displays it with the following columns:
 - a. Current-year budget;
 - b. Current-year income and expenses to date;
 - c. Estimated amounts for the remainder of the year;
 - d. Total current-year (b + c from above); Difference between current-year budget and totals of current-year income and expenses;
 - e. Explanations for any difference greater than \$1,000;
 - f. Proposed budget for next year;
 - g. Difference between total current-year and proposed budget for next year;
 - h. Explanations for any difference greater than \$1,000.
 - i. An updated statement of uses of funds.
 - j. An updated long-term financial plan for instruments, uniforms, percussion equipment, and any other reserve fund items.

5. BBOHS Officers meet to rationalize the proposed draft budget package. Often, the draft budget will not be balanced, so it will be necessary to meet with the Directors to reduce their budget requests. The BBOHS Officers could also decide to allocate Reserve Funds in case of uniforms, musical instruments, etc. By the end of this budget session, the budget must be in balance. This now becomes the working budget package.
6. Treasurer distributes the working budget package to BBOHS members.
7. BBOHS Executive Board holds a special budget working session to answer any questions from the members. A series of communications about this meeting will need to go out to increase attendance and participation. The Governance board member shall preside over the meeting.
8. The Executive Board, the Directors, and the Governance board member meet one last time to consider the member comments and complete the final budget package.
9. The Treasurer distributes the final budget package to BBOHS members at least 15 days prior to the Annual Meeting.
10. President convenes the Annual Meeting 15 minutes prior to an end-of-band-season event. BBOHS members vote on the final budget. Copies of the final budget will also be available for the members at the Annual Meeting.

Budget Implementation:

1. The Treasurer holds a meeting prior to the start of the school year with all Committee Chairs to train them on the financial policies and the budget package for the year.
2. The Treasurer delivers a final budget package to the Directors.
3. The Treasurer provides a report comparing the budget to actual income and expenses, along with an explanation for any items that are over/under the budget by \$1,000 or more, at each BBOHS meeting throughout the year. This includes changes to the statement of uses of funds or the long-term financial plan if they occur.
4. BBOHS meeting minutes, including the summary financial reports, shall be available to the membership monthly.

Budget Process Schedule



Band Boosters of Oakton High School
Annual Internal Review Procedures

In accordance with BBOHS by-laws, an annual review of the financial books and records is required.

The scope of the internal review is to determine if appropriate policies and procedures are in place, and are being consistently applied. The annual review is a single review to be performed jointly by a group of two unrelated booster members (the "Review Committee"), as chosen by the current BBOHS President. BBOHS books and records should be reviewed at an agreed-upon location, and within an agreed-upon timeframe. Original BBOHS documents should not be removed from the agreed-upon location. The Review Committee will report directly to the Governance member of the Executive Board. All findings of the Review Committee should be communicated directly to the Governance member of the Executive Board. The Governance member of the Board will present the findings of the review to the Executive Board in a timely manner.

The attached checklist should be utilized by the Review Committee to facilitate the review process, and to maintain consistency from year to year.

To the extent the Review Committee determines that additional documentation may be appropriate, such documentation should be attached to the checklist, and should be presented to the Governance member of the Board.

Questions or discussions arising out of the course of the review itself should be directed to the individual(s) that the Review Committee feels is most appropriate for the given questions. Any questions regarding the review process, or significant concerns arising out of the review should immediately be directed to the Governance member of the Board.

CONFIDENTIALITY: In order to preserve the appropriate level of privacy and confidentiality, it is agreed and understood that the internal review shall be solely for BBOHS's informational purposes and internal use, and is not intended to be, and should not be, used by any person or entity other than BBOHS. All parties agree that information arising out of this review shall not be circulated, quoted, disclosed, or distributed to, nor shall reference to such information be made to, any person or entity other than the Governance member of the BBOHS Executive Board.

The Review Committee members and the Governance member of the BBOHS Executive Board shall act in good faith to successfully complete the internal review and provide findings and recommendations to the BBOHS organization. Neither the Review Committee members nor the Governance member of the Executive Board shall be liable to any person for actions taken in good faith. In addition, this review process is for internal use only, and is not intended to serve as an opinion as to the fairness and completeness of BBOHS financial reporting and accounting.

As the Governance member of the Board, I have reviewed and accepted the findings and results of the internal review of BBOHS financial books and records for the fiscal year ended June 30, _____.

Governance Member of the BBOHS Executive Board:

_____ Name

_____ Signature

_____ Date

Review Step	Response	Initials	Resolution
Financial Statements			
Are monthly financial statements (Balance Sheet and Income Statement vs. Budget) prepared on a timely basis and submitted to the executive board or appropriate person or committee?			
Are account balances in the financial records reconciled with amounts presented in financial reports?			
Cash Receipts			
Are cash handling procedures in writing and up-to-date?			
Are procedures established to care for monies delivered or mailed to BBOHS or its officers?			
Are at least two unrelated members of the BBOHS present when cash is counted?			
Are all funds promptly deposited within the time frames established in the BBOHS policies and procedures?			
Compare cash receipt records with bank deposits for a reasonable sample of transactions.			
Are individual donor records maintained as a basis to provide donor acknowledgments for all contributions?			
Cash Disbursements			
Are all disbursements paid by check or BBOHS credit card, except for minor expenditures paid through the petty cash fund?			
Is written documentation available to properly support all disbursements?			
Account for all the check numbers including voided checks.			
Confirm all significant disbursements were both reasonable and appropriate.			
Are cash advances provided in a manner that is consistent with written policies and procedures?			
Bank Account Reconciliation			
Are bank reconciliations prepared on a timely basis?			
Test the reconciliation for the last month in the fiscal year and one other randomly selected month. Trace transactions between the bank and the books for completeness and timeliness.			
Are the bank reconciliation reports signed and dated?			
Are there any checks that have been outstanding over three months?			
Savings and Investment Accounts			
Are all savings and investment accounts recorded in the financial records?			
Compare monthly statements to the books.			
Are earnings or losses from savings and investment accounts recorded in the books?			
Accounts Payable			
Is there a schedule of unpaid invoices including vendor name, invoice date, and due date?			

Review Step	Response	Initials	Resolution
Are any of the accounts payable items significantly past-due?			
Are there any disputes with vendors over amounts owed?			
Are BBOHS credit cards used only for appropriate band program-related expenditures?			
Are BBOHS credit card balances paid in full each month?			
Are BBOHS credit card payment vouchers properly supported by receipts and other documentation?			
General			
Compare current year income/expense items with prior year and budget. Are differences reasonable and appropriate?			
Does the budget formation process include sufficient participation from Booster members?			
Review the general ledger for unusual items. Were appropriate explanations provided for any such items?			
Are the scholarship program and related procedures well documented?			
Reconcile the scholarship account to the related student account balances, while maintaining privacy of scholarship recipients.			
Review the current BBOHS By-Laws – Were the financial provisions properly applied, in a consistent manner?			
In the course of this review, are there any other issues or concerns that are not adequately addressed elsewhere in this report? If yes, please elaborate.			
Review the BBOHS Board Meeting minutes. Compare financial reports to the Treasurer's Report contained in the minutes.			

Internal Review Committee:

_____ Signature _____ Date _____
 Name

_____ Signature _____ Date _____
 Name

Date Review Started: _____

Date Review Completed: _____