



# Booster Club Guidelines

September 2012

# **FOREWORD**

The Booster Club Guidelines were prepared to assist booster clubs by providing organizational and financial guidance. It also aims to assist booster clubs in meeting District, State, and Federal requirements. It also includes suggestions for improving the organization related to day-to-day activities. Even though a booster club works very closely with the District, it is a separate entity from the District. Therefore, the District greatly appreciates the time, effort, and financial support that the booster clubs provide to students. In addition to these guidelines please refer to the Crowley ISD Board Policy GE(LOCAL): Relations With Parent Organizations for additional information.

Booster clubs are parent organizations established to promote school programs or complement student groups or activities. A booster club's purpose may be to support a student group or program at a particular school, or various student groups or programs at various schools. Support may be as simple as providing refreshments for a particular event or it may be as complex as raising money for an out-of-state competition. The booster club works through the principal to provide assistance for the planned activities of the student group; however, the booster club does not have the authority to decide the activities or trips in which the student group will participate. The parents and the booster club may provide suggestions about particular activities; however, the principal or other appropriate administrator is responsible for the final decision.

# CROWLEY INDEPENDENT SCHOOL DISTRICT

## ***MISSION STATEMENT***

Crowley ISD provides all students with excellence in education, engaging in partnership with our diverse community, through effective and efficient use of resources so that all students learn and succeed.

# BOOSTER CLUB GUIDELINES

## *TABLE OF CONTENTS*

Foreword	1
Crowley ISD Mission Statement	2
Table of Contents	3
Formation of a Booster Organization	4
Federal and State Reporting	4
Organization	7
Financial Information	11
Fundraising	17
Sales Tax	19
Donations	21
Title IX	21
Scholarship Programs	22
District Services	24
Miscellaneous	25
References	29
Appendix A: Suggested Audit Program	30
Appendix B: Memo & Submission of Financial Information	32

# FORMATION OF A BOOSTER ORGANIZATION

## ***NONPROFIT CORPORATIONS***

Although not required, booster clubs are encouraged to incorporate under the Texas Business Organizations Code. By becoming incorporated the organization will become formalized by adopting Articles of Incorporation and Bylaws which provide standard operating procedures. In addition, it helps shield the individuals governing and operating the nonprofit organization from liabilities incurred by the organization, unless the individuals are negligent in their duties. A non-profit organization is created by filing a certificate of formation with the Secretary of State in accordance with the Texas Business Organizations Code. A non-profit corporation is characterized by the fact that no part of the income is distributable to members, directors, or officers. Not all non-profit corporations are entitled to exemption from state or federal taxes.

The completion of Form 202 – Certificate of Formation Nonprofit Corporation is necessary to incorporate a booster club. This form is available on the Secretary of State’s website (refer to the References page of this document for the website address). Two copies of the signed Form 202 should be submitted along with the required filing fee.

Upon acceptance, the State will return the appropriate evidence of filing to the submitter.

## FEDERAL AND STATE REPORTING

### **GENERAL FEDERAL REGULATORY INFORMATION**

Booster club officers are solely responsible for ensuring that their booster club is in compliance with all federal regulations. Therefore, the District, including any District employee, is not responsible for a booster club not being in good standing with all federal agencies. However, the District has provided the following information that includes steps booster clubs should take to comply with federal tax regulations.

### ***OBTAINING AN EMPLOYER IDENTIFICATION NUMBER (EIN)***

Every organization must have an EIN, even if it will not have employees. The EIN is a unique number that identifies the organization to the Internal Revenue Service. Since booster clubs are separate entities from the District, booster clubs cannot use the District's EIN. An organization is not automatically considered tax-exempt by acquiring an EIN. All organizations must first apply for an EIN to be recognized as a unique entity and then apply for tax-exempt status. Likewise, the mere fact that an entity is organized as a non-profit organization does not indicate that it is exempt from federal tax. Booster clubs may obtain an EIN by applying online, by phone (800) 829-4933, by completing Form SS-4 and faxing to (859)669-5760 or by mailing the completed Form SS-4 to: IRS, Attn: EIN Operation, Philadelphia, PA 19255. No fee is required for obtaining an EIN. After receiving an EIN, booster clubs may use it to then open a bank account and obtain a State Sales Tax Permit. Booster clubs should not use an individual’s social security number to conduct the business of the organization.

Copies of the completed SS-4 form and the IRS response documenting the assigned EIN number should be kept in the booster club's permanent records from year to year. The booster club may also want to have the Secretary keep a backup copy of these documents on a CD.

### ***BECOMING A PUBLIC 501(c)(3) TAX-EXEMPT ORGANIZATION***

Formation of a non-profit corporation or obtaining an EIN does not necessarily entitle the organization to exemption from federal taxes; organizations must apply for tax-exempt status. In order to be exempt from federal taxes, the booster club must first complete IRS Package 1023 – *Application for Recognition of Exemption Under Section 501(c) 3 of the Internal Revenue Code*.

General instructions on the rules and procedures can be found in IRS Publication 557 – *Tax-Exempt Status for Your Organization*. These documents are available on the Internal Revenue Service website (refer to the References section for the website address). Note: when completing the IRS Package 1023, booster clubs will establish their fiscal year-end. Once this date is established, the IRS does not easily allow an organization to change it. The date established will determine when the booster club has to file their informational return (Form 990) to the IRS. Package 1023 is not required of an organization if gross receipts normally do not exceed \$5,000 per year however it is still recommended to do so.

The completed IRS Package 1023 must then be accompanied by IRS Form 8718, *User Fee for Exempt Organization Determination Letter Request*, which provides a user fee to be paid to the Internal Revenue Service. The fee will vary depending on the anticipated annual gross receipts.

Once Package 1023 and Form 8718 are completed they should be mailed along with a check for the filing fee to: Internal Revenue Service, PO Box 192, Covington, KY 41012. Upon acceptance of the organization's exempt status by the Internal Revenue Service, a determination letter will be received as evidence of approval. The letter should be kept in a safe, permanent place as it will be used time and again to prove the organization's exempt status. In addition, a copy of the letter should be shared with the school's bookkeeper and the District's Director of Accounting/Finance. Organizations may not represent themselves as tax-exempt until they have obtained notification from the IRS stating they are a tax-exempt entity. The IRS approval process for tax-exempt status usually takes several months.

### **GENERAL STATE REGULATORY INFORMATION**

Booster club officers are solely responsible for ensuring that their booster club is in compliance with all state regulations. Therefore, the District, including any District employee, is not responsible for a booster club not being in good standing with all state agencies. However, the District has provided the following information that includes steps booster clubs should take to comply with state tax regulations.

### **OBTAINING A TEXAS SALES TAX PERMIT**

Some items to be sold are non-taxable however, exempt organizations must get a Sales Tax Permit and collect and remit sales tax for all taxable items it sells. Please refer to the Texas Comptroller's website for a list of taxable and non-taxable items. Booster clubs may obtain a Texas Sales Tax Permit by submitting the completed applications to the Texas Comptroller's Office. Booster clubs must apply on-line for the Texas Sales Tax Permit. A Texas Sales Tax Permit will be issued to the booster club along with a Sales Tax Permit Number. The Texas Sales Tax Permit Number has 11 digits and begins with a 1, 2, or 3. The permit numbers beginning with a "1" are based on an entity's EIN. Those permit numbers beginning with a "2" are based on a person's social security number. The permit numbers beginning with a "3" are assigned by the Comptroller's Office. Booster clubs cannot use the District's Sales Tax Permit Number. The searchable Taxpayer Information Database located at the Texas Comptroller's website can be used to determine if a booster club has a Sales Tax Permit.

### **QUALIFYING FOR EXEMPTION FROM TEXAS SALES AND USE TAX**

The organization must apply for an exemption from sales and franchise tax from the Texas Comptroller's Office. To apply for exemption based on the federal exempt status, complete application AP-204 which can be found on the Texas Comptroller's website. Also included on this webpage is an Exempt Organization Search feature that can be used to verify if a booster club is already exempt. Organizations that have received a letter of sales tax exemption from the Texas comptroller do not have to pay sales and use tax on taxable items they buy, lease or rent if the items are necessary to the organization's exempt function.

Exempt organizations should claim an exemption at the time of purchase by providing a properly completed exemption certificate in lieu of paying tax to the retailer. This exemption process is separate and in addition to applying for federal tax-exemption from the IRS.

### **FRANCHISE TAX**

Every profit and nonprofit corporation in Texas must file all franchise tax reports and public information reports with appropriate payment until the Comptroller's office has granted tax exemption. Failure to do so will cause the loss of corporate privileges as well as the forfeiture of charter by the Texas Secretary of State. Booster clubs that have received their Determination Letter from the IRS granting 501(c)(3) tax exemption may also request exemption from the Texas franchise tax through the Texas Comptroller's Office. Although a nonprofit corporation that is exempt from federal income tax under Internal Revenue Code 501(c)(3) is exempt from franchise tax, the exemption is not automatically granted. Booster clubs must apply for exemption with the Texas Comptroller's Office based on the federal exempt status.

If the mailing address for the booster club changes, immediately notify the Texas Comptroller's Office. Failure to do so may result in important correspondence being lost. To avoid frequent mailing address changes, the Texas Comptroller's Office recommends that each booster club obtain its own post office box (PO Box) or private mailing box (PMB) to be used for official booster club mail. In addition, the post office box address and keys can be given easily to the new officers at the beginning of each year.

## **ANNUAL FEDERAL FILING REQUIREMENTS**

Every booster organization exempt from federal income tax under section 501(a) is required to either file an annual Form 990 *Return of Organization Exempt from Income Tax*, Form 990-N *Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required To File Form 990 or 990-EZ* or Form 990-EZ, *Short Form Return of Organization Exempt From Income Tax*. The return is due by the 15<sup>th</sup> day of the 5<sup>th</sup> month after the close of the organization's tax year or fiscal year. According to the IRS, small tax-exempt organizations, such as small booster clubs, are required to file an annual electronic notice Form 990-N (*e-Postcard*). The e-Postcard is required to be filed on-line. The e-Postcard is due every year by the 15<sup>th</sup> day of the 5<sup>th</sup> month after the close of the organization's tax year. A booster club cannot file the e-Postcard until after its tax year ends. Whether or not a booster club has filed for exemption status with the IRS, it should still file the appropriate 990 form as required by exempt organizations. IRS regulations affect not-for-profit organizations and their requirements for financial reporting.

For the fiscal year ending in **2011 and later:**

Booster Clubs must use Form 990-N, normally known as the e-Postcard if:

- Gross receipts are \$50,000 or less.

Booster Clubs must use Form 990 EZ if:

- Gross receipts are more than \$50,000 but less than \$200,000 AND
- Total assets are less than \$500,000 at year-end.

Booster Clubs must use Form 990 if:

- Gross receipts are \$200,000 or more OR
- Total assets are \$500,000 or more at year-end.

These provisions may change so consult with a tax professional or the IRS for additional assistance.

Even though booster organizations are recognized as tax exempt, they may be liable for Federal tax on the portion of income deemed to be unrelated business income ("UBI"). UBI is income from a trade or business activity, regularly carried on that is not substantially related to the charitable, education or other purposes that are the basis for the organization's exemption. An organization that has \$1,000 or more gross income from UBI must file Form 990-T, *Exempt Organization Business Income Tax Return*. This form is filed in addition to Form 990, 990-EZ, or 990-N and is required regardless of the level of the income received.

If the booster club's address has changed a notification must be sent to the IRS to ensure that any IRS refund or correspondence is received. To change an address with the IRS, complete Form 8822, *Address Change Request*, and send it to the address shown on the form.

# ORGANIZATION

In order to start a booster club, the District must approve the formation of the club and the club must comply with all district requirements. Only approved organizations, operating under these Booster Club Guidelines and Crowley Independent School District policies and procedures shall be allowed to use the school name and/or facilities in support of its programs. The District's designee for overseeing the activities of booster clubs is the principal of the campus where the organization functions. Therefore specific questions regarding booster activity should be addressed to the campus principal. As the responsible District employee, the principal shall: (1) Approve the formation of any such organization; (2) Receive a copy of the organizing documents and bylaws of such organizations; (3) Ensure that an organization's sole function is to support the educational activities of the designated program area; and (4) Have the authority to discontinue the association of any school program with a parent or community organization that has been judged by the principal to be disruptive to the educational activities or goals of the program or group.

Each booster organization must develop and maintain bylaws that are jointly reviewed on an annual basis by the campus principal or designated campus administrator and the booster club officers. Copies of the organization's bylaws must be on file with the campus principal's office. In addition, an exempt organization must report name, address and structural and operational changes to its bylaws to the IRS. If an organization files an annual return (Form 990), it must report the changes on its return. The bylaws should contain the detail of the rules of membership. This document must address the organization's fiscal year, organizational structure and the method used to elect officers. Active members should include those individuals that are parents or guardians of a student active in the sponsored program and that are current in their dues (if assessed). Only active members in good standing shall be permitted to hold office or vote upon any matter of business of the organization. Other individuals may volunteer for the Booster Club, but cannot vote or hold an office. "Members" should be defined in the Booster Club's bylaws.

The bylaws should specify that there is a two one-year consecutive term maximum that members may serve in roles as the President or Treasurer however exceptions may be made by the campus principal in extreme cases. In addition, the bylaws should address the restriction that only one member of a family may serve as an officer at the same time, unless parents are serving as co-chairs in the same office which limits the family's vote to one. No officer shall be permitted to hold more than one office position at the same time. Booster organizations that have incorporated should also include document retention, conflict of interest and whistle blower policies in their bylaws.

Employees of the District shall not serve in a financial capacity of a booster or other parent organization. Financial capacity includes holding positions of treasurer, fund-raising chairperson, or serving as a check signer.

At a minimum, the booster organization shall elect the following officers on an annual basis.

## ***PRESIDENT***

Typically, the president of a booster organization is an individual who has previously been active in the organization. The major duties include, but are not limited to, the following:

- Preside at all meetings of the organization;
- Regularly meet with the designated campus representative regarding booster activities (regularly is defined as monthly at a minimum);
- Resolve problems in the membership;
- Regularly meet with the treasurer of the organization to review the organization's financial position;
- Select an officer as the designee to receive bank statements either through the mail at their home address or electronically. This individual shall not be a signer on the account. Upon receipt, the designee should review the activity on the bank statement and canceled checks for reasonableness. This provides an independent review by an individual not associated with disbursement activity.
- Schedule an annual audit of records or request an audit if the need should arise during the year;
- Perform any other specific duties as outlined in the bylaws of the organization.

## ***VICE-PRESIDENT***

The vice-president acts as the president's representative in his/her absence. They must remain familiar with the organization's activities. The major duties include, but are not limited to, the following:

- Preside at meetings in the absence or inability of the president to serve;
- Perform administrative functions delegated by the president;
- Perform other specific duties as outlined in the bylaws of the organization.

Note: Larger booster organizations may find it necessary to elect several vice presidents with responsibility over different areas. Such positions shall be clearly defined in the bylaws of the organization.

## ***SECRETARY***

The secretary is responsible for keeping accurate records of the proceedings of the organization and reporting to the membership. The secretary must ensure the accuracy of the minutes of the meetings, and have a thorough knowledge of parliamentary law and the organization's bylaws. The major duties include, but are not limited to, the following:

- Report on any recommendations made by the executive board of the booster organization if such a governing board is defined by the bylaws;
- Maintain the records of the minutes, approved bylaws and any standing committee rules, current membership and committee listing;
- Record all business transacted at each meeting of the association as well as meetings of any executive board meetings in a prescribed format;
- Maintain records of attendance of each member;
- Conduct and report on all correspondence on behalf of the organization;
- Other specific duties as outlined in the bylaws of the organization.

## ***TREASURER***

The treasurer is the authorized custodian of the funds of the association. The treasurer receives and disburses all monies indicated in the budget and prescribed in the local bylaws or as authorized by action of the association. All persons authorized to handle funds of the association should be covered by a fidelity bond in an amount based upon the organization's annual income and determined by the executive board. The major duties include, but are not limited to, the following:

- Serve as chairperson of the Budget and Finance Committee if prescribed within the bylaws of the organization;
- Issue a receipt for all monies received and deposit said amounts on a weekly basis (daily if receipts on hand exceed \$ 250.00);
- Present a current financial report including bank statements, bank reconciliations, and financial statements to the executive committee within thirty days of the previous month end. Copies should be available for review by the general membership within a reasonable timeframe, if requested.
- File current financial reports at the end of each fiscal year with the campus principal/campus bookkeeper and the Director of Accounting/Finance at Central Administration;
- Maintain an accurate and detailed account of all monies received and disbursed;
- Reconcile all bank statements as received and resolve any discrepancies with the bank immediately;
- File sales tax reports as required by the Texas Comptroller's Office (monthly, quarterly, or annually). Sales tax reports must be filed even if no sales tax was collected for the period reported. If not, a non-filing fee will be assessed by the Texas Comptroller's Office.
- File annual IRS form 990, 990-T, 990-N or 990-EZ in a timely manner;
- Submit records to audit committee appointed by the organization upon request or at the end of the year;
- Other specific duties as outlined in the bylaws of the organization.

Note: Due to the increasing requirements placed on charitable organizations by the Internal Revenue Service, it is strongly recommended that the Treasurer have an accounting background.

### ***PARLIAMENTARIAN*** (optional)

The primary duty of the parliamentarian is to advise the presiding officer on parliamentary law and matters of procedure when requested. The president or presiding officer of the organization alone has the power to make decisions or rule on a point of order. Thus, after the parliamentarian has given his advice, the presiding officer must make the ruling to the organization – he is not obligated to follow the recommendation of the parliamentarian. The parliamentarian should be thoroughly familiar with the bylaws and any standing rules of the group on which he serves. A copy of the most recent version of *Roberts Rules of Order* should be maintained by the organization and referenced as needed.

### ***AD HOC COMMITTEES*** (Optional)

Special committees are created for a specific purpose and voted upon by the membership. The committee is automatically dissolved as soon as that purpose is accomplished and the committee report is made. Ad Hoc committees should complete their assignments within the current school year. If the objectives are not met at the end of the school year, officers will be required to reappoint members of the committee for the following year until the purpose of the committee has been achieved. Individuals who have a conflict of interest shall not be allowed to serve as members of the committee. For example, senior parents would not be included on a scholarship committee since their child is a potential recipient of the monies.

### ***NOMINATING COMMITTEE***

The nominating committee is formed from the organization's membership in the spring of each year. The purpose of the committee is to recommend various members of the organization for office in the coming school year. The nominating committee should be charged with soliciting recommendations for officer positions within the organization. The committee should then contact the potential candidate directly to ascertain their willingness and desire to serve. The nominating committee should report back to the membership on their results in the spring (typically by mid-April) so that elections may be held.

### ***AUDIT COMMITTEE***

The audit committee is responsible for conducting an annual audit of the organization's financial report and the related financial activity for the school year. The audit committee should include three members consisting of officers and club members; however, the committee should have at least one non-officer member review the information. If the membership size does not allow, the audit committee may be comprised of two individuals with one being a non-officer. Although not required a CPA or other outside party may perform an external audit at the club's expense. The audit committee must prepare a written Audit Report that communicates the results of the audit to the organization. The Treasurer should not be on the audit committee. Since the Treasurer is the person being audited he/she cannot also be the person performing the audit. However, he/she may meet with the committee to explain their records or answer questions.

The primary objectives of the audit are to:

- Verify the accuracy of the Treasurer's financial reports;
- Ensure that the club's cash balances are accurate;
- Determine that established procedures for handling booster funds have been followed;
- Ensure that expenditures have two sources of approval and occurred in a manner consistent with the organization's bylaws;
- Ensure that all revenues have been appropriately received and recorded;
- All members of the audit committee shall sign a statement indicating their agreement with the findings detailed in the report.

The audit committee shall make a report to the general membership upon completion of the audit. Any discrepancies noted shall be brought to the attention of the president of the organization and a resolution reached prior to presentation. All officers of the organization shall make records available as requested by the committee. Suggested audit procedures are included in Appendix A of this document however the format of the final report will be determined by the audit committee. Copies of final audit report should be submitted to the campus principal and Director of Accounting/Finance in Administration by July 31 of each year in conjunction with the financial information requirements for GASB 39.

### ***ELECTION OF OFFICERS***

The election of officers of the organization will occur annually within the timelines and manner prescribed by the booster organization bylaws. Typically the election of officers should occur by May of each year so that the newly elected officers may be in place for the start of the next school year. The transfer of records and audit of the accounts should be completed no later than July 1st of each year.

Officers may be elected in a variety of methods (simple majority, secret ballot) in accordance with the organization's bylaws. The election of officers should be from a slate of officers presented by the nominating committee in the spring of each school year. Recommendations may also be taken from the floor at the time of the vote in accordance with *Roberts Rules of Order*. At no time should officers be appointed without the input and approval of the membership. Refer to the beginning of the Organization section for specifics on maximum terms and limited family members in officer roles.

### ***STANDARDS FOR MEETING***

Notice of all general meetings of the booster organization should be published at the campus seventy-two hours prior to the meeting date. The notice should clearly indicate the date and time of the meeting and the items to be discussed. All booster club general meetings should take place on school premises. In order to provide an optimum level of communication and teamwork, booster club general meetings should be held in the presence of the campus principal or other school sponsor. Business determined at meetings without adequate campus representation shall be considered null and void. Should a booster organization feel that it is necessary to meet without a campus administrator or sponsor, the appropriate Chief Officer over that particular campus should be contacted for an acceptable replacement.

Meetings for the Executive, Scholarship, Audit and other Ad Hoc committees may meet separately, however all recommendations and actions must be approved at a general meeting.

### ***RULES FOR DISSOLUTION***

To dissolve a booster organization, a resolution shall be adopted by the booster organization (or the executive board if the organization is inactive) stating that the question of such a dissolution be submitted to a vote at a special meeting of the members having voting rights. At least 30 days prior to the meeting, written or printed notice shall be given to each member entitled to vote stating that the purpose of such meeting is to consider the advisability of dissolving the organization. The booster organization must determine the distribution and usage of treasury monies and other assets before dissolution. In order to comply with Internal Revenue Service guidelines, care should be taken to ensure that excess funds are distributed within the framework of the organization's original purpose – i.e. band booster funds would remain with the musical program at that particular campus. Any other distribution of funds could void the organization's tax exempt status and force it into a fully taxable situation.

Also, as stated in an earlier section, the District's designee for overseeing the activities of booster clubs is the principal of the campus where the organization functions. As the responsible District employee, the principal shall have the authority to discontinue the association of any school program with a parent or community organization that has been judged by the principal to be disruptive to the educational activities or goals of the program or group.

### ***RECORD KEEPING***

The secretary and treasurer of the organization shall turn records over to the incoming officers within 30 days of election. Records should be kept for a period of 10 years for audit purposes.

# FINANCIAL INFORMATION

## ***GENERAL***

It is recommended that the booster club presidents, treasurers, and teacher sponsors attend a training session provided by the District with regard to cash controls, financial controls, financial reporting, and other topics.

The organization's bylaws must stipulate the creation and approval, by its membership, of an annual budget. This is typically done in late spring or early fall for the upcoming school year. The budget should be submitted to the club sponsor to be reviewed by the campus principal for reasonableness. Changes to the budget during the year should be approved by the general membership and forwarded to the campus principal for review.

All booster club business addressed during meeting should be approved and reflected in the meeting minutes to provide documentation of the memberships directives.

There are a wide variety of computerized accounting packages available to assist the organization in accurately accounting for financial transactions. Each organization should adopt an accounting package or computerized accounting method which will meet the needs of the organization for several years. Software packages should be evaluated based upon their ease of use, cost, required training, and transferability to forthcoming treasury officers.

There are a number of forms available for downloading on the District's Financial Services website. Many of these may be adapted for use by the booster organization and prove helpful in providing adequate recordkeeping of financial transactions. The website address is provided in the References section of this document.

## ***LIABILITY INSURANCE***

Booster clubs should seriously consider the purchase of liability insurance to protect the organization and its members. Coverage to be considered should include general liability, officer's liability, business personal property (if booster owned property exists), and fidelity (otherwise known as bond) coverage. The cost of the insurance varies depending on the amount of coverage, but is generally reasonable. Insurance underwriters for booster clubs, in most cases, require an annual audit/review to be performed by the organization and must have a procedure in place to have bank statements and reconciliations reviewed monthly by a member without check signature authority.

## ***FINANCIAL REPORTING TO DISTRICT***

GASB Statement No. 39 of the Governmental Accounting Standards Board requires the District to obtain and review financial performance information of supporting organizations to determine whether these organizations should be considered a component unit. To this end, booster clubs are required to submit to the Director of Financial Services end-of-year financial statements (including balance sheet and income statement). Financial Statements should be submitted by July 31. Included in Appendix B is additional information related to requested financials. A copy of the final audit report should be submitted at the end of the year as well.

## ***INTERNAL CONTROLS***

In order to protect the booster club, its members, and its financial well-being, standard internal controls must be in place. The following is a summary of basic internal controls necessary to prevent the loss of funds through carelessness, mistakes, or misappropriation.

### **Controls over Bank Accounts**

Booster organizations are required to establish a checking account with the booster club's EIN number at a bank or credit union. A person's social security number or the District's EIN number cannot be used to set up a bank account. Accounts should be established with at least three individuals on the signature card. Checks and EFT's must require the signature or authorization of two club officers or designated representative. Each check must be supported by all supporting receipts and or documentation which will be part of the monthly reconciliation and annual review of financial records.

A designated booster club member without signature authority should review the bank statement and its contents for reasonableness and compliance with Treasurer reports, the budget, and the ongoing business of the organization. Special attention should be made to outstanding or reconciling items. This member should sign off on the completed bank reconciliation and be appointed by the booster club president.

Bank statements should be reconciled within 30 days of the date of the statement to ensure that possible inaccurate transactions are identified and communicated to the financial institution for correction. After 30 days, the financial institution is no longer liable for errors.

### **Controls over Cash and Receipts**

All cash collections received by the booster organization for program costs, dues, fundraising, etc. must be deposited upon receipt. Deposits shall be made daily if the total receipts on hand exceed \$250. If daily receipts are less than \$250, deposits shall be made within one week even if the receipts for all days combined are less than \$250. All money must be deposited prior to holidays and weekends. The use of night deposit boxes is highly recommended.

Deposits must be supported by some type of record documenting the source and amount of funds (tabulation of monies collected form, cash receipt form, ticket sales record, etc.). Documentation shall be readily available for audit purposes.

***Cash should be adequately safeguarded at all times. Cash transfers should be handled the same as a check or EFT with authorization of two club officers or designated representative required.***

***At no time should booster club funds that are collected be maintained at a member's home. Every effort should be made to balance funds collected the day of the event, prepare appropriate deposit documentation and submit to a bank night drop for deposit and safekeeping. Money from concession sales should be handled in the same manner.***

### **Controls over Disbursements**

Prior to beginning a fundraising campaign, the booster club must complete a fundraiser application and submit it to the club sponsor for review by the campus principal. This provides the campus with knowledge of the activities on the campus and helps to avoid the duplication of similar fundraising campaigns during the same period.

Checks and EFT's should not be generated without proper documentation (i.e. invoice, original receipts, etc.). Documentation should also include the signature of the President, Vice President or a designated representative.

Checks should require the signature of a second officer or designated representative.

Blank checks should not be issued. Actual receipts should be requested and a reimbursement be processed.

### **Budgetary & Oversight Controls**

Members should establish and approve a budget at the beginning of the school year. Actual receipts and disbursements should periodically be compared to the budget.

The Treasurer should provide a monthly written financial report which should include the bank account balance and the receipt & disbursement activity since the last meeting. The financial report should also include a comparison of budgeted versus actual receipts and expenditures.

At the completion of fundraisers, a financial recap should be prepared to determine the profitability of the fundraiser.

At the end of the fiscal year, an audit of the booster club's financial records should be conducted. The audit committee shall make a report to the general membership upon completion of the audit. A copy of the signature page detailing the results of the audit should be forwarded to the Director of Accounting/Finance. For additional information, refer to section titled Audit Committee previously in this document.

## ***CASH RECEIPT PROCEDURES***

Bank deposits should be prepared as follows to ensure the integrity of financial reporting:

- 1) Separate all currency and coins by denomination and carefully count and record it in the appropriate section of the bank deposit form.
- 2) A calculator tape may be run for any checks included in the deposit rather than indicating the checks individually on the deposit slip form. A copy of the tape should be retained with your copy of the deposit records.
- 3) Total the deposit slip.
- 4) Tally the pre-numbered cash receipts and make certain that this total matches the deposit total.
- 5) Attach the cash receipt verification with a copy of the deposit slip and file in date order.
- 6) For large deposits, have another individual independently count the currency only (not the coins or checks) and verify that the currency has been correctly recorded on the deposit slip.
- 7) Both individuals should initial next to the currency amount on the deposit slip.
- 8) Seal the deposit in a deposit bag in the presence of the second individual. This is called dual control and places the organization in a better position to challenge any claim that the bank may make that the currency received was incorrect.

## ***PETTY CASH***

Each booster organization may maintain a small petty cash account. Strict controls must be maintained by keeping petty cash in a locked box accessible by only the treasurer and one other officer. Control of the petty cash account by a district employee is not allowed. The petty cash funds should be used for emergency purchases only. All other purchases should be made with a booster club check.

Upon disbursement through the petty cash account, a receipt for the purchase should be retained. At any given time, the amount of petty cash remaining and the aggregate total of receipts on hand should equal the amount of the established petty cash account.

Booster organizations may also establish a change fund to support fund raising events. Funds should be signed out from the Treasurer to the member in charge of the event. The change fund should be noted in the final tabulation of monies collected for the event.

## ***BANK RECONCILIATION***

Upon receipt of the monthly bank statement, the balance indicated on the statement shall be reconciled to the bank account balance in the general ledger as of the last day of the month. The reconciliation should be completed within 30 days of the date of the bank statement.

Items needed for reconciliation:

- Bank reconciliation form
- Prior month's bank reconciliation
- Bank statement
- Check Register and/or Cash Disbursements Journal
- Cash Receipts Journal
- General Ledger

To complete the bank side of the reconciliation form, perform the following steps:

- Indicate the ending balance per the bank statement.
- Check off outstanding checks from prior month's bank reconciliation using the bank statement.
- Determine the outstanding checks by comparing the Check Register to the bank statement, including any remaining checks from the previous month.
- Determine the deposits in transit by comparing the Cash Receipts Journal to the bank statement.
- Identify any items that need to be corrected by the bank, such as check printing, returned check charges and material encoding errors. These items should be grouped together under Other Adjustments.
- Total all items and enter the amount on the Adjusted Bank Balance line.

To complete the General Ledger side of the reconciliation form, perform the following:

- Indicate cash account ending balance from the general ledger.
- Compare the bank statement to the Check Register and list any cleared checks or EFT's that were not posted.
- Indicate any outstanding returned checks.
- Indicate the interest earned per the bank statement. This amount should be immediately posted.
- Identify any items that need to be corrected on the General Ledger (such as immaterial encoding errors) under Other Adjustments.
- Total all items and enter the amount on the Adjusted Cash Balance line.

Compare the adjusted bank balance to the adjusted cash balance to make sure that they are in agreement. If they are not, the reconciliation is NOT complete. Examine the prior month's reconciliation to ascertain that all items have been posted and/or corrected.

If at all possible, a computerized reconciliation program should be used in conjunction with the organization's financial package.

In addition to the reconciliation, the cancelled checks or imaged copies of checks should be reviewed to ensure that the payee is consistent with that identified in the check register and endorsements on the check are reasonable.

### ***DISBURSEMENT OF FUNDS***

At the outset of the school year, a budget of anticipated expenditures should be developed. Prior to a disbursement, the request to expend funds should be compared with the budgeted expenditures. Disbursements outside the scope of the budget or line items that exceed the approved budget should require a vote by the general membership. Direct payments to District employees are not permitted uses of booster funds, nor are the purchase of alcoholic beverages.

Booster clubs may hold one mid-year and one end-of-year banquet to celebrate parent and student achievements for the year. Any other events must be preapproved by the campus principal prior to establishing any related reservations for the proposed event. Under certain conditions tickets sold for these events may be subject to state sales tax. Please review the Texas Comptroller's Office website to make that determination.

While it may have been customary in years past for booster organizations to provide gifts to students including departing seniors, University Interscholastic League (UIL) rules limit the ability of students to accept gifts. Awards that students may

receive are specifically outlined in Subchapter O, Section 480(a)(2) of the UIL Constitution and Contest Rules. Although all types of student activities are not regulated by UIL, for student consistency and fairness, UIL guidelines must be followed for all. No gifts or purchases that individually benefit students shall be made outside of UIL guidelines.

When establishing program costs and setting fundraisers, booster clubs should be cognizant of the effects on large families and families of low socio-economic status. Reasonable efforts should be made to ensure that all individuals are able to participate in activities. Tax-exempt organizations must benefit a group as a whole instead of benefiting individual members of a group. As such, booster clubs shall not be a collection agent for the campus teacher/sponsor in the form of fees. Since booster clubs usually assist student groups, all members of the student group sponsored are to be treated equally and receive the same opportunity to benefit from the booster club's assistance. Therefore, one student cannot receive a greater benefit than another. The IRS has indicated however that a group or club may establish criteria that could be used to determine if a student is in financial need. If the criteria are met, the group or club could provide a greater benefit to a particular student. The criteria should be established in writing prior to a particular situation arising. In addition, the criteria should be used consistently for all people, and the criteria should not change every year.

Booster clubs may charge dues to their members (the parents); however, parents do not have to be members of the booster club for their child(ren) to participate in the student group that receives benefits from booster club activities. Membership dues are separate from the expenses incurred by sponsoring a student group (i.e., trip expense, costume expense). Membership dues are associated with the parents being part of the booster club and are in no way associated with the expenses related to that parent's child.

Booster organizations may not contribute funds in an effort to increase the personnel allocations and/or stipends of a particular program or campus without approval of the campus principal followed by the express written approval of the appropriate Chief Officer over that particular campus in conjunction with the Deputy Superintendent.

A disbursement voucher should be completed for all expenditures regardless of the amount. The appropriate supporting documentation (invoices, receipts) should then be attached to the disbursement form and filed in check number order. At no time should a check be issued without the appropriate supporting documentation and the approval of at least two designated organization members.

To ensure compliance with UIL guidelines governing athletic activities, all disbursements relating to athletic booster club activity shall require the approval of the campus athletic coordinator.

## ***1099 REQUIREMENTS***

Internal Revenue Service guidelines require that all payments for services in excess of \$600 made to an individual by a booster organization be reported on a form 1099 on an annual basis. The booster organization should secure an IRS form W-9 from the provider at the time of service to ensure that the organization has an accurate record of the tax payer identification number. The organization must then issue a form 1099 to all qualifying vendors performed in the calendar year by January 31st. The following guidelines can be used to determine if reporting is required, however an annual review of current IRS regulations is highly recommended:

**Risk of profit or loss** - Independent contractors realize a profit or sustain a loss based on their success in performing the work or service.

**Continuing relationship** - The relationship between an independent contractor and employer ends when the job is done.

**Compliance with instructions** - Independent contractors cannot be told when, where, or how to do the job.

**Training** - Independent contractors do not go through any type of instructional training period with a more experienced employee to learn how to do the job. Independent contractors specialize in the field in which they have been employed and do not require training.

**Personal Service required** - The right of an independent contractor to substitute another's services without the employer's knowledge shows that one particular individual's personal services are not being required by the employer.

**Integration into the business** - The success or continuation of the business is not dependent on the independent contractor's performance of the service.

**Control over the hiring, supervising, and paying of assistants** - Independent contractors maintain control of their assistants. The employer contacts the independent contractor if there is a problem, and the employer pays the independent contractor for the work done. The independent contractor then pays the assistants directly.

**Set hours of work** - An independent contractor sets working hours.

**A full-time work requirement** - An independent contractor has the availability to work for more than one client.

**Working for more than one firm** - An independent contractor has an established business in which they work for more than one firm.

**Worker's availability to the general public** - An independent contractor makes services available to the public on a regular and consistent basis.

**Working on the employer's premises** - An independent contractor works off-premises unless the nature of the service to be performed requires attendance at the employer's work site.

**Required work order or sequence** - An independent contractor does not need to be told in what order or how to do a job as he/she is considered an expert in the field.

**Required reports** - An independent contractor is not required to submit oral or written reports.

**Payment by the hour, week, or month** - An independent contractor is paid in a lump sum fee basis when the job is done. An invoice must be generated to substantiate the payment.

**Payment of business or travel expense** - An independent contractor is responsible for his/her own business or travel expense. If paid by an employer, the employer must include the expense amount in the independent contractor's 1099 (unless you can verify an accountable plan).

**Furnishing of tools and materials** - An independent contractor has the necessary tools and materials to do the job.

**Investment in facilities** - If the independent contractor maintains an office on the employer's premises, he/she must pay a rent or lease payment for the office space as well as the overhead.

**Employer's discharge rights** - An independent contractor cannot be terminated as long as he/she is fulfilling the contract.

**Worker's termination rights** - An independent contractor may be held financially responsible for any loss the employer may suffer due to an incomplete, inaccurate or unsatisfactorily completed contract.

**\*\* The Internal Revenue Service website should be accessed for appropriate 1099 reporting requirements and forms.**

### ***Background and Finger Print Check***

Additionally, any vendors working on the campus with students is required to have CISD Human Resource clearance that they have cleared the State required criminal background check and finger print check prior to the commencement of services.

# **FUNDRAISING**

Prior to the start of the school year, all booster organizations shall complete a fund raising application for each type of planned, scheduled or anticipated event and receive the approval of the club sponsor, campus principal and the Director of Accounting/Finance. This application details the vendor (if any), product to be sold or service to be rendered, and the estimated sales proceeds. In accordance with Southern Association Guidelines, door-to-door solicitation will not be allowed. District practice does not allow the organization to enter into a contract with a solicitation firm. Booster clubs are created by parents to provide support for school programs. As such, fundraising efforts should be planned and carried out by the parents, not students.

In order to obtain the best pricing available, booster organizations are encouraged to obtain three written quotes prior to making large purchases. For substantial purchases, obtaining formalized bids is strongly recommended.

## ***IRS REGULATIONS***

The IRS prohibits tax-exempt organizations from requiring people to participate in fund-raisers. Likewise, booster clubs may not require an amount be “donated” in lieu of participating in a fund-raiser. People may choose whether or not to participate in a fund-raiser and may choose whether or not to donate to the booster club. Furthermore, if a person decides not to participate, that person cannot be excluded from having the opportunity to benefit from the fund-raiser. In addition, benefits given by a tax-exempt organization cannot be based on participation in a fund-raiser or based on revenues raised individually. Therefore, regardless if a person participates in a fund-raiser and regardless of the amount of revenue raised, that person cannot be denied the opportunity to receive an equal benefit. The IRS prohibits the use of individual accounts by booster clubs. Booster clubs must benefit the group as a whole, not its individual members.

## ***RAFFLES***

Booster clubs are permitted to hold raffles within the following guidelines:

- Each ticket must indicate the name and address of the organization or of a named officer, price of the ticket, a description of each prize valued at \$10 or more and the date on which the raffle prize(s) will be awarded. No prize may be valued in excess of \$50,000, or \$250,000 if the purchased prize is a residential dwelling;
- Each booster organization may hold no more than two raffles per year and only one at a time;
- Tickets may not be advertised through paid advertising;
- A raffle prize may not be cash or a negotiable instrument such as a check, money order, or certificate of deposit. However, savings bonds, prepaid or “stored-value” credit cards are acceptable as they are not considered negotiable instruments.
- The booster club must have the prizes in its possession before beginning the raffle or post a bond for the full value with the county clerk;
- Only members of the booster organization may sell the tickets (students may not sell raffle tickets);
- The winner must pay income tax on any prize. If the value exceeds \$600, the booster organization must provide an IRS form 1099 to the recipient;
- Phone solicitation may not be used to promote the event.

## ***BINGO***

Detailed rules may be obtained from the Texas Lottery Commission by requesting a copy of the Bingo Enabling Act, the Charitable Bingo Administrative Rules and Bingo Operations Manual by calling 1-800-BINGO77. A Charitable Bingo may not be advertised prior to actually receiving a license. Some basic rules include:

- A person may not be denied admission to a bingo game or the opportunity to participate in a game because of race, color, creed, religion, national origin, sex, or disability or because the person is not a member of the licensed authorized organization conducting the bingo game;
- A prize may not exceed \$750 in any single game or \$2,500 in the aggregate per occasion. In the event merchandise is donated, the actual retail value may not exceed these limits;
- Door prizes may not exceed \$250 per occasion;
- All bingo supplies and equipment must be purchased from a licensed distributor;
- A 5% fee must be collected from the person(s) who wins a bingo prize of \$5 or greater;
- Alcohol may not be served.

## ***CONCESSION STANDS***

Booster Clubs are one of the organizations that the district authorizes to operate the concession stands at sporting events in order to raise funds for the organization. The Superintendent or principal can provide detailed information about how often the Booster Club will have this opportunity and specific rules for operating the concession stands.

## **SALES TAX**

Booster organizations, who have applied for exemption, are exempt from sales tax when making purchases. However, when making sales, sales tax must be collected. Booster clubs may hold two “one-day, tax-free” sales or auctions per calendar year once it has obtained a sales tax exemption status from the Texas Comptroller’s Office on its purchases. For the purpose of this exemption, one day is counted as 24 consecutive hours and a calendar year is the 12-month period from January through December. A fund-raiser qualifies for the “one-day, tax-free” sale/auction if all items are to be delivered on one day, however pre-orders may be accepted in advance of the delivery date without collecting tax. Each "one-day" sale/auction may not exceed

24 consecutive hours. Sales of items such as T-shirts, candles, cups, etc. are subject to sales tax when sold on days other than the two “one-day, tax-free” sale/auction days. All catalog fund-raisers are considered taxable, and cannot be considered as one of your two “one-day, tax-free” sales per calendar year. Your booster club is considered an agent of the vendor and, therefore, must collect sales tax for items sold that are taxable. If you plan to hold a catalog fund-raiser, tax must be collected for those items in the fund-raiser that are taxable. For instance, gift wrap is taxable, but cookie dough is exempt from sales tax by law. The vendor should remit the applicable sales tax to the Texas Comptroller’s Office. A late fee will be imposed by the Texas Comptroller’s Office to any entity failing to submit a sales tax report even if sales tax was not collected during the period.

### ***TAXABLE STATUS OF PURCHASES***

Please refer to the Texas Comptroller’s Office website for updates to taxable status of purchases.

A booster organization must provide the vendor with a valid signed exemption certificate when claiming state sales tax exempt status. Exemption certificates do not require tax identification numbers to be valid nor is the vendor required by law to honor the exemption.

The District’s exemption status may not be utilized by parent, booster, patron, or alumni organizations to secure exemption from sales and excise taxes. Parent/teacher organizations and booster clubs must apply for their own exemption.

Items which become the personal property of the student (cheerleader uniforms, band t-shirts, etc.), even though connected with a school or organization, are not exempt from tax. Items which are purchased by the organization through budgeted funds as an award to a student are not taxable.

Meals purchased by the organization for athletic teams, bands, etc. on authorized school trips are exempt from sales tax if the organization contracts for the meals. The booster organization must pay for the meals with a booster club check and provide an exemption certificate.

Individual members of the athletic team, band, etc., may not claim exemption from the sales tax on the meals they purchase while on a school authorized trip.

### ***COLLECTION AND REMITTANCE OF SALES TAXES***

The booster organization shall collect sales tax on all taxable sales. The Texas Comptroller’s Office requires that booster clubs file at least one sales tax report per calendar year. The frequency of filing the sales tax report is determined by the Texas Comptroller’s Office. The amount of anticipated sales tax payments affects the frequency of reporting. The sales tax reports may be due monthly, quarterly, or annually. Since sales tax payments may vary from year to year, the frequency of reporting can also change. The Texas Comptroller’s Office will generally communicate changes in filing requirements to the booster clubs in writing. In addition, the Texas Comptroller’s Office will generally mail the required reporting form and information to organizations that have obtained a Sales Tax Permit.

When imposing sales tax, the organization has the option of:

Adding the tax to the item’s selling price - thus, if the selling price of an item were \$2.00 and the tax rate were 7.25%, the school would collect \$2.15 ( $\$2.00 \times 1.0725$ ) from the buyer for each item sold.

Absorbing the tax in the item's selling price - thus if the item sold for \$2.00 including tax, the school would retain \$1.86 and remit \$0.14 for sales tax. If this method is used, divide the total sales by 1.0725 (assuming a tax rate of 7.25%) to find the taxable sales. To determine the sales tax amount, subtract the taxable sales from the gross sales.

### ***TAXABLE STATUS OF SALES***

School and school related organizations need not collect sales tax on the following:

- Admission tickets;
- Club memberships; and,
- Food and drinks sold at school functions;
- Therefore, state and local sales taxes shall be imposed and collected on all sales for:
- Items sold by the school store (i.e. pencils, erasers, paper, etc.);
- Any type of booster club materials;
- Any other item sold as personal property (i.e. school pictures, uniforms, sweaters, etc.);
- All sales of items such as handicrafts, T-shirts, candles, cups, books, and school supplies sold by a school associated organization during a fundraising drive;
- All other personal property excluding those items listed above.

Ticket sales for Banquets/Picnics where the food is provided from an outside business.

Sales tax should be filed in accordance with the Texas Comptroller's Office guidelines.

## **DONATIONS**

In accordance with District Policy DBD Local, school district staff “shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee’s discharge of assigned duties and responsibilities.” Students are also discouraged from accepting gifts of value. Students engaged in UIL activities shall not accept gifts except as provided by *UIL Constitution and Contest Rules*.

Donations to the District shall become the sole property of the District and not of the accepting organization. Donations should be earmarked for a specific purpose as indicated by the donating organization.

In accordance with Regulation CDC, gifts to the District must meet the following criteria:

- Shall not place restrictions on the school program;
- Shall not require the exclusive endorsement of a particular business product;
- Shall not conflict with policies or actions of the Board or public law;
- Shall not require extensive unforecasted District resources or maintenance;
- Shall meet established curriculum guidelines.

To be deductible as a charitable contribution, a payment to charity must be a gift. A gift to charity is a payment of money or transfer of property without receipt of adequate consideration and with donative intent. Generally Accepted Accounting Principles require that the asset be recorded at its fair market value at the time of the donation. The District will make no determination of value for IRS purposes.

## **TITLE IX**

Title IX is a federal law enacted in 1972 which protects individuals in education programs or activities from discrimination based on sex. It states that “No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving federal financial assistance.”

Title IX, which is promulgated by the U.S. Department of Education, applies to all aspects of education and related programs, not just athletics. It requires that equal opportunities be provided for members of both sexes. It does not require that each team receive exactly the same services and supplies, but rather that the male and female programs, collectively, receive comparable levels of service, facilities, supplies, etc.

Since booster club funding and activities are included in the analysis of the District’s compliance with Title IX, booster clubs should have an awareness of the law and the District’s requirement for compliance.

# SCHOLARSHIP PROGRAMS

The District recommends that booster clubs implement scholarship programs that are consistent with all other scholarship programs. Since the purpose of the booster organization is to operate in support of their selected program, scholarships not relating to program activities should be limited in accordance with IRS guidelines. All continuing education scholarships should only represent 10% - 15% of the booster organizations operating budget. The main principle of funding by a IRS 501(c)(3) nonprofit booster club is that the booster club may not discriminate in making grants to youth or college students on the basis of their family's membership in, or funding to, the booster club, or the family's fund-raising or time put into booster club activities.

Requirements for scholarships include:

- All qualifying seniors must have the opportunity to apply for the scholarship(s).
- The campus principal and lead counselor should be consulted regarding the establishment of an application process to ensure that implemented processes are consistent with other scholarship programs on the campus.
- The application process must be clearly communicated, and the application forms must be readily available to all potential applicants and their parent and/or guardian.
- The Scholarship Review Committee must consider all qualifying applicants, but applicants identifying information must be redacted on all information shared with the committee to ensure confidentiality and impartiality throughout the review process.
- The Scholarship Review Committee must be appointed by the President of the booster club before the first day of the academic year.
- The Scholarship Review Committee must be made up of an odd number (5-7) of members. Parents of students eligible for consideration for scholarships shall not be permitted to serve on the committee. To preserve the integrity of the selection process, the sponsor shall not be involved in the work of the Scholarship Review Committee.
- The qualification criteria for selection of scholarship winners (if any) must be communicated in writing to all potential applicants before the evaluation of applications commences and may not be changed during the scholarship award period. Any changes to the scholarship qualification criteria must be recommended by the sponsor and voted on by the booster club membership no later than the May booster club meeting for changes effective in the upcoming academic year.
- The application scoring, decision materials, tabulation, notes, certified recordings, and/or any other documentation used by the Scholarship Review Committee in connection with a given applicant shall be made available upon written request to that applicant. An open records request fee may be charged for this service. The Scholarship Review Committee must retain the original materials for a minimum of seven years.
- Scholarship applicants shall be full-time CISD senior students for a minimum of one full semester prior to the application deadline.
- All scholarship applications which do not have the required information will be considered incomplete and returned to the applicant.
- Scholarship awards may not be "need" based, but applicants who have received full scholarships from other sources may not be eligible for local scholarships.
- The applicant's intended major may or may not be a factor in scholarship consideration.
- The applicant's enrollment in an accredited institution (college, university, trade school, military academy, etc.) is a requirement for receiving scholarship funds. Disbursement checks including scholarship funds shall be made payable to the college/university in the student's name. Support for disbursement of funds shall include an invoice from the college/university.

- The work of the Scholarship Review Committee shall be subject to review and evaluation by the campus lead counselor. If unacceptable practices have transpired during the Review Committee's work which jeopardize the impartiality of the process, the scholarship award decision may be overturned and a new review process undertaken. District administrators will work to establish an impartial committee for reevaluation.

The scholarship committee may require an essay for judging purposes. Essay topics may be selected each year and given to all applicants, or the Scholarship Review Committee may allow each applicant to select their own topic upon the sponsor's approval.

If desired, essays should be original works of the applicant and be a minimum of 250 words and a maximum of 500 words. The applicant must be willing to relinquish all rights to his/her work. If an applicant is applying for multiple scholarships, the applicant must write multiple essays – the same essay cannot be used. Essays must be submitted with the application in order for the applicant to be considered for a scholarship. The essay should account for no less than 10% and no more than 20% of the total points or weighting for the decision process.

Other areas where scholarship points may be earned should include responsibility, character, outside activities, leadership, academics, attitude, behavior, attendance, participation, service, involvement, attitude, and others at the sponsor's discretion.

The Booster Club may or may not require interviews of applicants in the decision process. If an interview is part of the process, it must be communicated no later than the end of the first grading period of the academic year. The applicant's parent or guardian must be permitted to be present at any interview. Interview topics must be communicated to the applicant not less than seventy-two hours prior to the interview.

## **DISTRICT SERVICES**

### ***ARMORED COURIER SERVICE***

Armored car service is not available to PTA or booster organizations.

### ***EMPLOYER IDENTIFICATION NUMBER***

The CISD Employer Identification Number may not be used for any purpose by organizations outside the District, including booster clubs.

### ***USE OF DISTRICT CAFETERIA by BOOSTER CLUBS***

- Use of dining room for non-school functions shall be made only upon completion of “Use of Facilities” form and approval by the Community Services Department.
- Requests to use the kitchen facilities and/or equipment shall be made to the cafeteria vendor, Principal and Community Services Department. Private catering groups using facilities must schedule an Aramark employee to be present. The rate of pay is time and a half for the managers and must be paid through Community Services of Crowley ISD.
- School organizations wishing to use the kitchen facilities/equipment must be coordinated in advance with the cafeteria vendor, Principal and Community Services Department. A person associated with CISD food service vendor must be on duty the entire time that the kitchen/equipment is in use. If the organization will be using the sinks or anything including getting water, then a food employee must be on the premises. If the organization will need ice it will be available without a food service employee being on the premises. Gloves must be used and the scoops on top of the ice machine must be used (no other objects will be used in the ice machine). No equipment, serving utensils, pots, and pans, etc. can be used if there is not a food service employee on duty.
- The organization will also be charged a fee to cover a food service vendor’s employee. The rate of pay is Time and a half for the managers and must be paid through Community Services of Crowley ISD.

### ***SAFEKEEPING***

PTA or booster clubs may not store funds on campus for safekeeping.

## MISCELLANEOUS

The following guidelines apply to all parent/booster organizations. If a question should arise which cannot be resolved at the campus level, the appropriate Chief Officer over that particular campus should be contacted for clarification.

- Failure to follow policies and procedures of the District may result in refusal by the campus principal to allow related activities on the campus.
- All meetings shall be public and announced in advance in accordance with the bylaws;
- The campus administrator or designee must be present at all booster meetings.
- Any action taken at the meeting will be subject to review and revocation of the sponsor or principal.
- The regular school program and extra and co-curricular activities of the school and programs sanctioned by TEA, UIL and district affiliated organizations will take precedence over booster activities.
- Parents and booster club members are expected to follow the same standards of conduct as district employees when chaperoning, sponsoring, or attending student activities, including rules in the campus handbook.
- Each individual student's or group of students' participation will be determined by the sponsor and the principal and not by the organization or any member(s). Participation is considered to be a privilege and not a right, and will be based on a proven record of good conduct and dependability. Lack of such demonstrated behavior on the part of anyone will be grounds for disapproval for participation and travel.
- There will be no student activities, parties, meetings, travel, or other gathering in the name of the school organization or booster organization unless prior permission has been received from the sponsor and the principal or the sponsor is present. All activities will be under the auspices of the school and the District.
- School employee and student planning and preparation for activities supported by the booster organization will occur outside the school day or as approved by the principal.
- Participation in any activity or travel associated with booster activities is a privilege and not a right for all involved. All student and employee travel will be under the auspices of the school and all participants will be approved by the sponsor and principal.
- No cash will be given to any school employee to use at his or her discretion.
- The purchase or consumption of alcoholic beverages while on school property or in the presence of students is specifically prohibited.
- Organizations shall not directly support political activities by providing campaign donations or placing advertisements in support of a particular candidate as doing so could jeopardize the tax-exempt status of the organization. If a candidate running for office is invited to join a meeting, all candidates running for the office must be extended an invitation to the event.
- Coaches and directors of UIL academics, athletics and fine arts may not accept more than \$500 in money, product or service from any source in recognition of or appreciation for coaching, directing or sponsoring UIL activities. The \$500 limit is cumulative for a calendar year and is not specific to any one particular gift. The district may pay a stipend, fixed at the beginning of the year, as part of the annual employment contract. The amount of the stipend can't depend on the success of a team or individual. In other words, a coach can't receive more money if a team or individual qualifies to region or state. Funds are to be used to support school activities. To provide such funding for non-school activities would violate UIL rules and the public trust through which funds are earned.
- Booster organizations may not contribute funds in an effort to increase the personnel allocations and/or stipends

of a particular program or campus without approval by the campus principal followed by the express written approval of the appropriate Chief Officer over that particular campus in conjunction with the Deputy Superintendent.

- Upon dissolution of a booster organization, a private termination letter ruling should be requested from the Internal Revenue Service.

### ***BULK MAIL***

To be eligible for the minimum rate per piece, the booster organization should apply to the post office for a nonprofit permit by providing the postmaster with the following:

- A copy of the Internal Revenue Service exemption ruling;
- Completed application to mail at Special Bulk Third Class Rates for nonprofit organization;
- Copy of the booster organization's bylaws.

When mailing by bulk third class, there must be no less than 200 pieces, which must be identical in size, weight, number of enclosures, and content. The pieces must be presorted by zip code and bundled with an identifying label on each bundle. In order to ensure compliance with bulk mail regulations, it is recommended that you have the local post office review all the pieces prior to printing to make sure that the organization meets all the requirements for bulk mailing.

### ***15 PASSENGER VANS***

Federal law prohibits dealers from selling or leasing 15 passenger vans for use in transporting students for school related activities. This is due to a number of factors including:

- the high rollover tendencies that have been linked to their high center of gravity
- the fact that users tend to overload vans with individuals and equipment
- vans, in many cases, are driven by teachers, coaches, and parents that are not qualified or do not have sufficient training to effectively drive vehicles of this size and weight
- maintenance and inspection requirements are much lower than school buses

Because of the risks associated with 15 passenger vans, booster clubs and other organizations may not purchase, lease, or otherwise utilize 15 passenger vans to transport District employees, students, or equipment.

### ***CLUB RESTRICTIONS***

- **Booster clubs cannot give anything to students, including awards. Check with school** administrators before giving anything to a student, school sponsor or coach.
- Athletic booster club funds shall not be used to support athletic camps, clinics, private instruction or any activity outside of the school.
- Booster groups or individuals may donate money or merchandise to the school with prior approval of the administration.
- Individuals should be informed of the seriousness of violating the athletic amateur rule.
- The penalty to a student-athlete is forfeiture of varsity athletic eligibility in the sport for which the violation occurred for one calendar year from the date of the violation. Student athletes are prohibited from accepting valuable consideration for participation in school athletics - anything that is not given or offered to the entire student body on the same basis that it is given or offered to an athlete. Valuable consideration is defined as tangible or intangible property or service including anything that is usable, wearable, salable or consumable. Local school districts

superintendents have the discretion to allow student athletes to accept, from their fellow students, small ‘goodie bags’ that contain candy, cookies or other items that have no intrinsic value and are not considered valuable consideration.

- Homemade “spirit signs” made from paper and normal supplies a student purchases for school use may be placed on the students’ lockers or in their yards. Trinkets and food items cannot be attached. Yard signs made of commercial quality wood, plastic, etc. if not purchased or made by the individual player’s parent, must be returned after the season.
- The school may provide meals for contests held away from the home school only. If the school does not pay for meals, the individual parents need to purchase their own child’s food. Parents may purchase anything they wish for their own child but may not provide food or other items of valuable consideration for their child’s teammates. The school may also provide supplies for games and practices and transportation for school field trips. Students should pay admission fees during school field trips.
- Parties for athletes are governed by the following State Executive Committee interpretation of Section 441 of the UIL Constitution & Contest Rules.

#### ***Section 441: VALUABLE CONSIDERATION SCHOOL TEAMS AND ATHLETES MAY ACCEPT:***

- **Pre-season.** School athletic teams may be given no more than one pre-season meal, per sport, per school year such as a fish fry, ice cream supper, etc. provided it is approved by the school and given by a nonprofit organization, usually the booster club, before the team plays in its first contest. It may be given after a scrimmage.
- **Post-season.** School athletic teams are limited to no more than one post-season meal or banquet per sport, per school year, and it must be given by a nonprofit organization and approved by the school. Banquet favors or gifts are considered valuable consideration and are a violation if they are given to a student athlete at any time.
- **Other.** School athletic teams and athletes may be invited to and may attend functions where free admission is offered or where refreshments and/or meals are served, provided all students from that high school are invited to attend for the same fee and on the same basis as the athletes or the athletic team. Athletes or athletic teams may be recognized at these functions but may not accept anything that is not given to all other students.

#### ***VALUABLE CONSIDERATION THAT SCHOOL TEAMS AND ATHLETES MAY NOT ACCEPT***

Examples of items deemed to be valuable consideration and thus a violation of this rule include but are not limited to:

- meals, snacks or snack foods during or after practices;
- parties provided by parents or other students strictly for an athletic team;
- anything that is not given or offered to the entire student body on the same basis that it is given to or offered to an athlete.

Local school district superintendents have the discretion to allow student athletes to accept, from their fellow students, small “goodie bags” that contain candy, cookies or other items that have no intrinsic value and are not considered valuable consideration.

Gatherings of school athletic teams at parents’ or patrons’ homes require each athlete to contribute equally to any food or refreshment. The burden of proof will be on the athlete, his or her head coach and the school if these occasions are questioned. No overnight lodging or sports instruction or practice is permitted.

## ***ACADEMIC BOOSTERS***

Athletes are restricted by the Athletic Amateur Rule, which states that athletes cannot accept money or valuable consideration for participating in a UIL sport or for allowing their names to be used in promoting a product, plan or service related to a UIL contest. Academics has no amateur rule. Journalism participants may work for a newspaper and be paid. Actors may work summer stock and be paid. Students may win calculators and software for participating in invitational math contests.

UIL academic students are restricted by the Awards Rule.

Booster Clubs may raise money to provide an annual banquet for academic participants and coaches.

With prior administrative approval, you may also:

- Purchase equipment for programs such as computers or software for yearbook or computer science;
- Organize and chaperone trips and assist with expenses for travel to academic competitions or educational trips such as journalism conventions or speech tournaments.
- Run tournaments, organize fund-raising efforts, recruit corporate donors, raise money for scholarships and arrange for tutors and professional trainers to work with students;
- Fund academic workshop scholarships provided selection of the recipients is not based solely on their success in interscholastic competition. Selection could be based on grade point average or the student's selection of high school courses. All students meeting the conditions for scholarship assistance should be notified and eligible for financial assistance. Funds should be monitored to ensure that they are expended for camp or workshop purposes.
- We wish we had more academic booster clubs, whether they cover UIL academic competition in general or specific programs such as theatre, speech/debate, journalism or math/science. A great need exists for parental involvement and support.

## ***MUSIC BOOSTERS***

- Some music booster clubs assist with expenses for travel to various music-related activities such as UIL contests and performances at away athletic events. Such financial support violates no UIL rules provided that it is approved and coordinated by the local school district.
- Many music groups schedule educational field trips with the approval of the local school administration and under local school district policies.
- A recreational trip, on the other hand, would not meet the definition of an educational field trip as provided in Section 480 of the UIL Constitution and Contest Rules. Students receiving the benefits of a purely recreational trip would likely be in violation of the Awards Rule.
- Booster Clubs may also fund scholarships for private lessons and summer music camps provided the selection of the recipients is not based on success in interscholastic competition. Funds for such activities should be carefully monitored to ensure that they are expended for educational rather than recreational activities.

## REFERENCES

### ***Web Sites***

Crowley ISD website  
Internal Revenue Service  
UIL  
State Comptroller  
Secretary of State

[www.crowleyisdtx.org](http://www.crowleyisdtx.org)  
[www.irs.gov](http://www.irs.gov)  
[www.uil.utexas.edu](http://www.uil.utexas.edu)  
[www.window.state.tx.us](http://www.window.state.tx.us)  
[www.sos.state.tx.us](http://www.sos.state.tx.us)

### ***Phone Numbers***

State Comptroller  
Secretary of State  
University Interscholastic League  
Executive Director of Business Services  
Director of Finance/Accounting  
Athletics  
Food Services

512-463-4000  
512-463-4600  
512-471-5883  
817-297-5800  
817-297-5800  
817-297-5248  
817-297-5940

### ***Policy***

Grants from Private Sources  
Activity Funds Management  
Student Activities  
Social Events  
Contests and Competition  
Gifts and Solicitations  
Relations with Parents or Parent Organizations  
Advertising and Fund Raising in the Schools

CDC  
CFD  
FM  
FMD  
FMF  
FJ  
GE  
GKB

*\* Current policy and regulations may be found at [www.crowleyisdtx.org](http://www.crowleyisdtx.org).*

# APPENDIX A

## Booster Club Suggested Audit Program

### *Audit Procedures:*

#### **Bank Reconciliations**

1. Trace ending balances on the reconciliations to bank statements, outstanding check lists, and other reconciling items.
2. Verify that bank reconciliations were completed within 30 days of bank statement ending date.
3. Ensure that any outstanding or reconciling items on the reconciliations were cleared the following month.
4. Verify that the balance in the bank account (at beginning of school year), plus total deposits per check register, minus total disbursements per check register, balances to ending bank account balance (at end of school year).

#### **Bank Statements**

5. Determine whether a procedure is in place for a club member, other than those that have check signing ability, to receive bank statements by mail and review for reasonableness.
6. Determine whether any cash corrections were identified on bank statements. Ensure that reasonable explanations are available.
7. Compare the number of cleared checks included in the bank statement with the number that is noted on the bank statement to ensure agreement.
8. Ensure that cleared checks contain signatures of individuals authorized to sign checks. Ideally, bank accounts should be established to require two signatures.

#### **Receipts**

9. From the check register or other accounting records, schedule each deposit (use of spreadsheets is helpful). If volume is significant, consider selecting only a representative sample.
10. Trace deposits to collection documentation and prepared cash receipts for agreement.
11. Trace deposits to bank statements to ensure agreement.
12. Ensure that receipts are presented for deposit in a timely manner by reviewing the dates of prepared cash receipts with the date of deposit on the bank statement.

#### **Disbursements**

13. From the check register or other accounting records, schedule each check, withdrawal, or other debit (use of spreadsheets is helpful). If volume is significant, consider selecting only a representative sample.
14. Trace checks to supporting documentation such as invoices, receipts, approved expenses related to fundraisers, or other reasonable explanations.
15. Review the canceled check to ensure agreement of payee name, endorsement, and check amount.
16. Trace disbursements to budget approved by the membership or meeting minutes.
17. For bank withdrawals for the purpose of establishing a change fund for an event, confirm that the change fund was later re-deposited.

#### **Fundraisers**

18. Evaluate each fundraiser individually by calculating the value of items available for sale or number of tickets sold, and comparing to deposits and remaining inventory, if any, to ensure agreement.
19. Determine whether fundraiser applications were prepared and submitted to the campus principal for each fundraiser.

#### **Miscellaneous**

20. Inventory remaining check stock to confirm that all checks are present and sequential. Ensure that the check number for the last check issued and first check available in check stock are sequential.
21. Confirm that check stock is retained in a secure place when not in use.

22. Determine whether any checks were voided during the course of the year. Ensure that any voided checks are retained in the records, but have been sufficiently modified to eliminate the possibility of clearing the bank (i.e. signature portion has been cut out of the check and VOID has been written across the check).
23. Ensure that sales tax reports were prepared and filed timely.
24. If IRS 990 form was filed, review for reasonableness.

## **APPENDIX B**

### **MEMORANDUM**

**TO:** Booster Club Presidents and Treasurers

**FROM:** Dwayne Jones – Executive Director of Business Services

**DATE:** September 26, 2012

**SUBJECT:** Submission of Financial Information

As you are aware, the District's Booster Club manual requires supporting organizations to submit financial information to the District's Finance office, both at the end of the first semester as well as the end of the school year. GASB Statement No. 39 of the Governmental Accounting Standards Board requires the District to obtain and review financial performance information of supporting organizations to determine whether these organizations should be considered a component unit for financial reporting purposes.

In order to meet this critical requirement, it becomes increasingly important that supporting organizations, such as yourself, submit the required financial information in a timely manner. To this end, please work with the campus bookkeeper at your affiliated high school to submit this information. They will forward it to the Finance office.

Attached is a confirmation statement which should be submitted along with your financial information. In addition, I have also attached an example page of requested information. This includes balances for current assets and liabilities, as well as a breakdown of revenues and expenditures. If you already have an automated program or other documentation method in place, this format would be acceptable, provided that the financial elements requested are provided.

**Please also share a copy of the audit completed by your audit/finance committee at the end of the year.**

All financial information should be presented as of June 30, 2012 or end of the school year. Please submit this information, along with the confirmation statement to the campus bookkeeper by July 31, 2012.

Should you have any questions, please contact me at 817-297-5800.

**CISD Supporting Organizations  
Confirmation of Financial Information  
for the 2012-2013 School Year**

Organization Name: \_\_\_\_\_

Campus Affiliation: \_\_\_\_\_

I hereby certify that the information attached is true and correct to the best of my knowledge. Furthermore, I understand that although supporting organizations may be considered a separate entity whereby 501(c)3 status has been declared, the District is requesting this financial information in order to comply with GASB Statement No. 39 of the Governmental Accounting Standards Board.

President: \_\_\_\_\_  
(Print)

Treasurer: \_\_\_\_\_  
(Print)

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

*Financial information should be presented as of June 30, 2012 (or end of the school year)*

**Balance Sheet Information**

\$ \_\_\_\_\_  
Current Assets

\$ \_\_\_\_\_  
Current Liabilities

**Income Statement Information (also called Profit/Loss Statement)**

**Definitions Legend**

**Current Assets** — cash short-term investments, or other assets easily convertible to cash

**Current Liabilities** — amounts owed to other organizations, individuals, or vendors

**Revenues** — incoming funds from sales of products/services, donations, and/or income from other sources

**Expenditures** — outgoing funds to pay for fundraising products, events, donations to school, and/or other expenses

<b>Summary of Revenues</b>		
Fundraising Activities		\$
Breakdown of types of fundraisers		\$
Concession Sales		\$
Membership Dues		\$
Donations		\$
Other Income		\$
<b>TOTAL REVENUE</b>		\$
<b>Summary of Expenditures</b>		
Fundraising products/expenses		
Banquet expenditures		\$
Other Expenses		\$
<b>TOTAL EXPENDITURES</b>		\$

This chart is provided as an example only. It is provided to give you an idea about the expectations of the level of detail necessary in reporting.