

ADMINISTRATIVE GUIDELINES FOR BOOSTER CLUBS, PTOs AND OTHER NOT-FOR-PROFIT ORGANIZATIONS THAT EXIST TO SUPPORT THE SOLANCO SCHOOL DISTRICT

Effective October 12, 2017

Booster Clubs, PTOs, Education Foundations and other similar entities provide valuable funding and organizational support for school district educational and extracurricular activities. These organizations are legal entities independent of the Solanco School District for tax and fiscal purposes. However, they are perceived by the public to be school district-related entities as a result of the organization's frequent interactions with students and school personnel.

The primary focus of these organizations is to raise funds to provide financial support for student extracurricular activities and for educational programs. Funds are raised in the name of the school district and are considered public funds by the community. The school district maintains a level of fiscal responsibility for the oversight of these organizations. The following guidelines and recommended financial procedures have been established as a result of the district's oversight responsibilities.

ORGANIZATIONAL OVERSIGHT

1. Organizations should provide documentation they are operating as a legal entity.
 - Organization has its own federal tax identification number.
 - Organization is current with the required annual IRS tax exempt filings (Form 990), if applicable.
 - An organization that does not have any of the documents listed above, should contact a Certified Public Accountant or the School District's Business Office for guidance on obtaining the documents.
2. Organizations should provide a current listing of officers and submit an updated listing annually.
 - Include name of organization, officer names, addresses, phone numbers and email addresses
 - Officers include: President, Vice-President, Secretary and Treasurer
 - Identify officers with check signing authority
3. Organizations should submit financial information
 - Submit an annual treasurer's report for the fiscal year, July through June, by **September 1st**.
 - The treasurer's reports should contain the following:
 - Beginning book balance
 - Itemized listing of receipts and disbursements for period (*checkbook register and/or detailed breakdown*)
 - Ending book balance
 - Signatures of President and Treasurer
 - Submit a copy of the June bank statement(s) containing the bank reconciliation by **September 1st** annually.
 - Submit a statement from an appointed committee, or individual, which reflects the books and finances of the organization have been audited for the prior year.

4. Formal lines of communication have been established between the school district and booster clubs, PTOs and other similar entities by the School Board. A School District administrator or staff member has been assigned to each booster club, PTO or other similar entity to serve in a supervisory or liaison capacity. Organizations should use these lines of communication to submit the documents referenced above.
 - Athletic Booster Clubs should submit documents to the appropriate head coach or directly to the Athletic Director.
 - Non-Athletic Booster Clubs should submit documents to their assigned school district advisor.
 - PTOs should submit documents to the appropriate school building principal.
 - The Education Foundation and other similar entities should submit documents to the Assistant Business Manager.
 - Post prom committee should submit documents to the High School Principal.
5. Organizations that provide the requested documents to the school district may elect to be included as a 'covered entity' under the school district's liability insurance policy for officer bonding purposes.
6. Organizations that do not provide the requested documents will not be formally recognized by the school district.
 - The organization may not use a name associated with the school district.
 - The organization will not be permitted to use school facilities for fundraising activities.
 - The organization may not elect liability insurance coverage for officer bonding.

RECOMMENDED FINANCIAL PROCEDURES

The school district recommends that organizations implement and practice the following procedures in an effort to safeguard cash, provide responsible accounting for transactions and expend funds in a prudent, fiduciary manner.

- Obtain and maintain documentation for all cash receipts and disbursements.
 - Maintain copies of checks received or create a spreadsheet itemizing monies collected from various sources.
 - Maintain a copy of receipted bank deposit slips.
 - Maintain invoices or receipts for all disbursements.
 - Expenditures should be paid via check to create an audit trail. Petty cash may be used if necessary but minimally. Petty cash receipts should be forwarded to the organization's treasurer promptly.
- Bank statements should be reconciled monthly by an individual that does not prepare the checks.
 - Maintain all bank statements, bank reconciliations and bank documents.
- Two signatures required on all checks.
 - Three check signers may be authorized for the bank account with a requirement that two of the three must sign the checks (provides flexibility in obtaining two signatures when one signer is unavailable).
- Annual reviews of the organization's financial records should be performed by an independent person possessing accounting, financial or business knowledge.
- Follow the school district's price quote requirements for purchases (assists organization to obtain the most efficient price).

SCHOOL BOARD POLICIES

- Written requests for fundraisers must be submitted and approved by the appropriate school building principal and Superintendent prior to advertising the activity per board policy #229 and #915.

ADDENDUM #1

ADMINISTRATIVE GUIDELINES FOR BOOSTER CLUBS, PTOs AND OTHER NOT-FOR-PROFIT ORGANIZATIONS THAT EXIST TO SUPPORT THE SOLANCO SCHOOL DISTRICT

Organizations that elect to comply with the ***Administrative Guidelines for Booster Clubs, PTOs and Other Not-for-profit Organizations That Exist To Support The Solanco School District*** will qualify for officer bonding or liability coverage under the school district's insurance plan. The bonding insurance will cover claims resulting from officer misappropriation or theft up to an annual limit of \$?? No fees will be assessed to the organization for the officer bonding under the school district's insurance plan, provided the organization is in compliance with the school district's administrative guidelines for booster clubs, PTO's and other not-for-profit organizations.

The _____ elected to comply with the
(Name of organization)

administrative guidelines for booster clubs, PTO's and other not-for-profit organizations that exist to support the Solanco School District. The election to comply was approved at the organization's meeting held on _____.
(Date)

Officers representing the organization for the fiscal year beginning _____:

President: _____

Vice President _____

Secretary _____

Treasurer _____

Return this completed form to: Solanco School District
Administrative Office
Assistant Business Manager
121 South Hess Street
Quarryville, PA 17566