

**Working with Booster and Parent Support Organizations**

**AASBO Webinar**  
**August 25, 2014**

David Smith, Executive Director  
Alabama Association of School Business Officials

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**Working with Booster and Parent Support Organizations**

**Disclaimer:** This presentation provides general guidance for recommended financial practice and operational procedures for working with parent support organizations. The opinions expressed in this presentation are those of David Smith and are not meant to be a legal interpretation of the law. The material included in this presentation is dated as of August 25, 2014 and is subject to change.

Official interpretation of particular questions or situations should be obtained through the board's legal council, the Alabama Attorney General's office, the Alabama Secretary of State, the IRS or the Examiners of Public Accounts. AASBO and/or David Smith assumes no responsibility for consequences resulting from the result of your use of information provided.

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**Parents steal thousands of dollars from school booster clubs**

Jeff Rossen and Avni Patel  
TODAY

June 8, 2014 at 7:34 AM ET

[Rossen Reports: Parents steal thousands of dollars from school booster clubs](#)

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**Ethics Commission says Decatur High coaches likely broke ethics law by accepting booster gifts**

**PTO treasurer arrested in theft**

**Police: Booster club treasurer suspected of embezzlement**

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## Lines of Authority

- **Board of Education.** The board of education should adopt policies to govern the establishment and operation of all activity funds. The district's auditors should review these policies for sound accounting and reporting principles.
- **Superintendent.** The superintendent should be directly responsible to the board of education for administering all board policies.
- **Chief Financial Officer.** The chief financial officer should have overall responsibility for accounting for and reporting all funds, including district and student activity funds, to the board. The chief financial officer is also responsible for implementing and enforcing appropriate internal control procedures.
- **Principal.** The principal at each school site should be designated the activity fund supervisor for that school building. The activity fund supervisor has overall responsibility for the operation of all activity funds, including collecting and depositing activity fund monies; approving disbursements of student activity fund monies; and adequately supervising all bookkeeping responsibilities. The activity fund supervisor should be a signatory to all disbursements, including checks drawn on the activity fund.
- **SPONSORS.** The sponsor of each student organization is responsible for supervising all activities of the organization, including approving student activity fund transactions. Sponsors should be employees of the district and under the direct control of the activity fund supervisor.
- **Parent Support Organization Officers.** The officers of each support organization are responsible for the activities of the organization and assurances they follow, their bylaws and established laws, regulations and board policies for the operations of the organization

Working with Booster and Parent Support Organizations

- Parent support organizations provide an invaluable service to our school districts. Many of the student programs and activities could not exist without these organizations.
- These parent volunteers unselfishly give money and time to their local schools with the intent to make things better for their children.
- With any volunteer organization though there should be established guidelines and policies at the board level for the organization to follow.
- It is the Board's responsibility to insure these guidelines are being communicated and followed.

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Working with Booster and Parent Support Organizations

- Organizational/Administrative Guidelines
- Fundraising
- Laws Related to Support Organizations
- Recommended Financial Procedures
- Other Compliance Issues

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## Guidelines and Procedures

- In addition to local board policy there are several federal and state regulatory governmental agencies that Boards should insure the organizations are in compliance with:
  - IRS
  - Alabama State Department of Education
  - Alabama Ethics Commission
  - Code of Alabama

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## Guidelines and Procedures

- At a minimum should address:
  - Organizational Procedures
  - Administrative Guidance
    - Federal/State and Local Laws
  - Reporting Requirements
    - Internal/External
  - Financial Procedures



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## Recommended Organizational Guidelines

- Booster clubs and school support organizations shall organize and function in a way that is consistent with the District's philosophy, objectives, and adopted District Board policies, in accordance with affiliated governing bodies and regulations as applicable.
- Board of Education should approve the formation of all booster and parent support organizations. The organization should complete and submit a **Registration and Approval Form** to the appropriate school district administrator.
  - Parent support organizations should not operate without board approval.
  - Booster organizations may include foundations and alumni associations that exist solely to support school activities and operations. Some of these organizations contend that their 501(c)(3) status allows them to operate without school oversight or reporting.
- Upon approval, the organization should prepare and submit the following:
  - Organization's Bylaws and Operating Procedures
  - Officer Information Form
  - Mailing Address for Organization
  - Articles of Incorporation filed with Alabama Secretary of State (Recommended)
  - If applicable an Application for Federal Tax Exempt Status 501c (3) or (6)
  - Employer Identification Number (EIN)

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Should have constitution/bylaws for organization with following information:

- The name of the organization.
- The objective of the organization
- Eligibility for membership and membership enrollment procedures.
- Officer selection, election procedures, and duties of each officer.
- General membership meetings
- The principal or designee who will serve as an ex-officio officer of the organization.
- Fiscal accounting and auditing procedures
- Amendments or changes to bylaws
- In the event that the organization dissolves or is dissolved by the principal, language indicating how the group will handle remaining funds must be included.
  - In case the booster club dissolves or terminates, the booster club's constitution should provide for the distribution of any excess funds to another nonprofit organization or the district

Note- Several national organizations will provide sample bylaws for parent organizations.

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## Recommended Organizational Guidelines

- Business should be conducted in open meetings, with adequate notification of all meetings to all members, and a summary of proceedings should be kept. A copy of the summary of proceedings should be on file in the Principal office or his designee.
- Officers should be elected according to the structure and process defined in the by-laws.
  - It is suggested that **school district personnel** not hold any official position within a parent support organization.
- All booster club members must be made aware that no individual should personally benefit from the activities conducted by the organization. Making this concept a part of the bylaws is recommended.
- Ensure the organization's sole function is to support the educational activities of the school.
- If superintendent/board considers it necessary, he or she may revoke the booster organization's authorization to conduct activities in the district.

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## Sample Booster Clubs & School Support Organizations Registration & Approval Form

To \_\_\_\_\_  
(Principal or Administrator Name) Location \_\_\_\_\_  
(School or Department Name)

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

Purpose of Organization: \_\_\_\_\_

Student Group to be Supported: \_\_\_\_\_

Faculty Sponsor for Club: \_\_\_\_\_

Current Number of Parent Supporters: \_\_\_\_\_

I agree with the following statements:

- I have spoken with the faculty member(s) who will serve as the officer(s) of the support organization and obtained their permission to submit this registration form.
- I have read the Booster Clubs and School Support Organizations Guidelines thoroughly and agree to abide by the rules and guidelines it contains.
- I understand that noncompliance with any District policies or criteria may result in the disbanding of the support organization by the principal or the administrator.

Submitted by: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Representative) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Sponsor)  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

For District Use Only  
Received by: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

APPROVAL of Support Organization  
 DISAPPROVAL of Support Organization

Administrator Signature \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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## Web Sites

- Alabama Parent Teacher Association [www.alabamapta.org](http://www.alabamapta.org)
- National Parent Teacher Organization [www.pto.org](http://www.pto.org)
- Parent Booster USA [www.parentbooster.org](http://www.parentbooster.org)

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## How to Charter a PTA

The Alabama PTA charters new local associations upon approval of bylaws and receipt of membership dues. The Alabama PTA is a nonprofit educational support group and is exempted from federal income tax. All chartered PTAs are covered under this blanket exemption. Upon chartering, the Alabama PTA office staff secures an Employer Identification Number (EIN) from the Internal Revenue Service for the new unit. The PTA should keep this number with its official records. The number should be used for bank accounts and is required for filing a Form 990. Refer to the Money Matters section of the National PTAs Annual Resources for PTAs.

To charter, a local PTA must have approved bylaws, pay state and national dues, and submit a membership list of at least 50 members. Schools with student enrollment of 200 or fewer are required to have 20 members.

The charter should be kept in a specific place, preferably framed and hung in the school office. In case of the dissolution of a local PTA, the charter will be recalled.

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## Other Suggested Guidelines

### Officers /Training

- It is recommended that **school personnel** not hold any official position within a parent support organization.
- Organization should submit a listing of officers each year to appropriate district designee.
- All officers should go through an annual orientation with CSFO/Superintendent's designee related to board policies and financial procedures.



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### SAMPLE Booster Clubs & School Support Organizations Officer Information

School year: \_\_\_\_\_ Campus Department supported: \_\_\_\_\_  
Name of Organization: \_\_\_\_\_

#### President

Name (First AND Last name) \_\_\_\_\_  
Street address OR PO Box, City, State AND Zip Code \_\_\_\_\_

Phone number(s) Email address \_\_\_\_\_

#### Vice President

Name (First AND Last name) \_\_\_\_\_  
Street address OR PO Box, City, State AND Zip Code \_\_\_\_\_  
Phone number(s) Email address \_\_\_\_\_

#### Treasurer

Name (First AND Last name) \_\_\_\_\_  
Street address OR PO Box, City, State AND Zip Code \_\_\_\_\_  
Phone number(s) Email address \_\_\_\_\_

#### Secretary

Name (First AND Last name) \_\_\_\_\_  
Street address OR PO Box, City, State AND Zip Code \_\_\_\_\_  
Phone number(s) Email address \_\_\_\_\_

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## Recommended Organization Guidelines

- School principal or designee should sit in on all meetings.
- Minutes should be maintained for all meetings.
- A budget should be prepared and submitted annually.
- Any rules and regulations developed for the organization must conform to the law, the board of education's policies and regulations, and the school site's rules and procedures



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## Laws Related to Parent Organizations

- Laws: Booster and Parent Support Organizations must adhere to all federal, state, and local laws as well as state and local administrative policies and procedures. It is the responsibility of the officers to insure the organization is in compliance with such laws and policies. There are several regulatory agencies that govern these organizations and their operations to include:
  - Internal Revenue Service- IRS Publication 557 Tax Exempt Organizations
  - Alabama State Department of Education
  - Alabama Ethics Commission- Guidelines for Public Officials and Employees
  - Alabama Building Commission
  - Alabama Attorneys General's Office
  - Local Board of Education

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## Laws

- In 2007 the Alabama State Department (SDE) issued a memorandum regarding Guidelines for School Related Organizations.
- School districts were instructed to amend or adopt policies for full compliance by July 1, 2008. This document remains as the authoritative guidance from SDE today and boards are expected to be in compliance with the document.

• Attachment A

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**Alabama State Department of Education** Application  
Logout

**Every Child a Graduate. Every Graduate Prepared**

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File Name	Description	Content Type	File Size	Date Added	Last Updated
Local School Financial Procedures for Local Financial Management.pdf	The Financial Procedures for Local Schools was approved by the State Board of Education on April 16, 2010.	PDF	573 KB	5/1/2014	5/1/2014
State Examiners 2010 Update on Local School Finance.pdf	This document displays the State Examiners of Public Accountant presentation on local school finance at the AACOP workshop in April 2010.	PDF	391 KB	4/16/2010	4/16/2010
SDE Presentation Financial Procedures for Local Financial Management.pdf	This document displays the SDE's presentation on the Financial Procedures for Local Schools.	PDF	492 KB	4/16/2010	4/16/2010
School Parking and Locker Fees.pdf	This document contains new guidance for the expanded use of student parking fees and locker rental funds.	PDF	40 KB	4/23/2009	4/23/2009
Administration of Your Tax Exempt Status.doc	This letter may be of assistance when you are asked to provide your tax exempt number.	Microsoft Word	4 KB	5/8/2008	5/8/2008
Guidelines for School-Related Organizations Final.pdf	These guidelines provide financial accountability requirements for booster clubs, parent-teacher groups, and other school-related organizations.	PDF	256 KB	11/18/2007	11/18/2007
Audit Findings.doc	This document contains findings and recommendations for corrective actions from the audit reports of Alabama school boards.	Microsoft Word	28 KB	2/25/2004	2/25/2004

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<http://web.alsde.edu/home/Sections/SectionDocuments.aspx?SectionID=68&Subsection=8>

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**STATE OF ALABAMA**  
**DEPARTMENT OF EDUCATION**

  


Alabama State Board of Education  
Governor Bob Riley President  
Randy McKinney District I President Pro Tem  
Stephen W. Bell District III  
Dr. Ethel H. Hall

November 8, 2007

**MEMORANDUM**

**TO:** City and County Superintendents  
*Joseph B. Morton*  
FROM: Joseph B. Morton  
State Superintendent of Education

**RE:** Guidelines for Financial Operations of School-Related Organizations

For many years schools and school boards have received conflicting guidance about the accounting requirements for school-related organizations. Several agencies have provided partial and often conflicting rulings regarding the required procedures for the operation of school, student, parent, athletic, and other organizations that provide financial support for school activities and functions.

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**FINANCIAL PROCEDURES FOR LOCAL SCHOOLS**



ALABAMA DEPARTMENT OF EDUCATION

<http://web.alsde.edu/docs/documents/68/Local%20School%20Financial%20Procedures.pdf>

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**SDE Guidelines for School-Related Organizations****Student Organizations**

- Student clubs and classes are usually recognized as school activities. The student officers and faculty sponsor operate the organization while the school principal acts in a fiduciary capacity over the organization's funds. The school's accounting records contain a separate account to record the financial operations of each student organization. Income from the student organization is recorded by receipts and deposited in the school bank account. The school principal approves the purchase orders, signs the checks, and maintains the supporting documents for the expenditures.
- Some organizations consisting of students from the school may not be school activities. Some students belong to social organizations that operate off-campus. Community recreation leagues may consist solely of the school's students and operate under other entities that are not under the control of the school. Although the activities of these organizations may benefit the school's students, these organizations have a separate employer identification number (EIN), a separate mailing address, and maintain their own records and accounts.

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**SDE Guidelines for School-Related Organizations****Athletics**

- School athletics are extra-curricular activities that must be under the control of the school principal. Coaches and other school employees cannot maintain a separate bank account that supports, or benefits from, a school extra-curricular activity. Funds received to support an athletic activity at a school from sponsors, vendors, or other sources must be included in the school's financial records under the fiduciary control of the school principal.

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**SDE Guidelines for School-Related Organizations****Parent Organizations**

- Parent and parent/teacher organizations provide a vital role in the education of students. In Alabama public schools, the PTA and the PTO are the most common parent organizations. Both organizations have a national organization that serves the individual school organizations. Each of the national organizations publishes guidance for the financial operations of the individual school organizations. These organizations must have a separate employer identification number (EIN) and a separate mailing address in order to maintain their own records and accounts outside the control of the school. However, these organizations will become school activities if:
  - *both parties mutually assent to the fiduciary control of the principal, or*
  - *A school employee leads fund-raising or maintains the accounting records for the organization.*

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## SDE Guidelines for School-Related Organizations

### Booster Organizations

- All school sponsored extra-curricular activities must be under the control of the school. However, booster organizations are often formed to support the operations of these activities in a variety of ways. While providing additional financial support for a particular extra-curricular activity, the volunteers in the booster organizations also enhance community support that often extends to benefit all of the students at a school. Because some of the activities of a booster organization may be intertwined with the extra-curricular activity it supports, some of the organization's activities may be under the fiduciary control of the school principal while other functions of the same booster organization are not school activities. The determination that a particular booster organization is a school activity must be made on a case-by-case basis according to the actual facts and circumstances of the organization's operations at a school. These organizations must have a separate employer identification number (EIN) and a separate mailing address in order to maintain their own records and accounts outside the control of the school. However, these organizations will become school activities if:

- Both parties mutually assent to the fiduciary control of the principal.*
- A school employee, who is associated with the activity supported by the booster organization, serves/holds a leadership position in the organization, or,*
- A school employee leads fund-raising or maintains the accounting records for the organization.*

Specific activities of a booster organization may come under the control of a school principal if:

- The organization collects admission to the school function,*
- The organization operates a concession operation on school property at the school function,*
- The organization collects parking fees for the school function,*
- The organization operates a training camp that includes students of the activity it supports, or,*
- The organization operates an exhibition or competition that includes students of the activity it supports.*

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## SDE Guidelines for School-Related Organizations

### Specific Requirements

- Parent organizations and booster organizations that maintain financial operations outside the control of the school could create a negative image for the school by failing to maintain proper accounting controls. Accountability for the funds these organizations control includes an agreement that:
  - The organization has obtained an employer identification number from the IRS.*
  - The organization provides a report of the annual audit of the organization to the school.*
  - The organization makes its financial records available to the school's auditors and authorized school employees upon request.*
  - The organization provides required financial reports.*
  - The organization provides proof of a fidelity bond for the treasurer.*
  - The organization will not provide any payment or benefit to a school employee (or family member of a school employee) in violation of the State Ethics.*

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## Alabama Department of Education issues financial accountability guidelines for booster clubs, other school-related organizations

Published: Wednesday, December 12, 2007, 6:40 AM Updated: Wednesday, December 12, 2007, 6:53 AM



By **Erin Stock -- The Birmingham News**  
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New [guidelines](#) issued by the Alabama Department of Education outline accountability measures for parent groups, booster clubs and other school-related organizations across the state.

It's the first time the department has issued comprehensive accounting [guidelines](#) for school-related groups, said Craig Pouncey, assistant state superintendent for administrative and financial services.

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## Financial Guidelines

• It is recommended that all support organizations finances are maintained in the local school's books.

- Trained board employee maintaining all financial records
- Produce monthly financial reports for officers and members
- Financial information is reported in board monthly financials
- Internal controls in place for compliance with local, state and federal laws, board policies and guidelines
- Checks and balances over receipts and disbursements
- Audit of records included in district annual audit

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## Financial Guidelines

- Financial records are maintained outside the school by individual parent support organizations.
  - ***Not recommended***
  - Opens door for fraud and embezzlement
  - Subject to poor financial management practices, theft and misappropriation of funds
  - Adds additional cost and liability to organization
  - Adds additional filing requirements
- Boards can require all financial operations be maintained in the local school's books



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## Financial Guidelines

- Organizations that maintain their own financial records :
  - Parent support organizations organizations are not legal components of the school entity. Each booster club should have its own tax identification number; booster clubs are not allowed to use the school entity's tax identification number.
  - Parent support organizations are responsible for their own tax status, accounting and financial records and must make their own arrangements for audit if an audit is needed. The booster club is not audited as part of the district's own annual financial audit.
    - May be external or internal audit

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## Reporting Requirements- Applicable to Organizations That Maintain Their Financial Operations Outside the Control of the School/School District

- Every organization whose financial operations are outside the control of the school must obtain an EIN, even if it will not have employees. The EIN is a unique number that identifies the organization to the Internal Revenue Service (IRS). Since booster clubs/parent organizations are separate entities from the District, booster clubs/parent organizations **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.

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## Federal Filing Requirements

- Organizations should apply for tax-exempt status. In order to be exempt from federal taxes, the booster club/parent organization must apply for this status on Form 1023 – *Application for Recognition of Exemption under Section 501(c) 3*. General instructions on the rules and procedures can be found in IRS Publication 557.
- These documents are available on the Internal Revenue Service website at (<http://www.irs.gov/pub/irs-pdf/f557.pdf>).
- It is recommended the organization consult with an attorney or accountant in making application.
- Every booster/parent 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.
  - Guidelines to determine if the organization should file the 990, 990EZ, or 990N is at ([www.irs.gov](http://www.irs.gov)).

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**Department  
of the  
Treasury  
Internal  
Revenue  
Service**

**Publication 557**  
(Rev. October 2011)  
Cat. No. 46579C

## Tax-Exempt Status for Your Organization

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**Local Filing Requirements**

- **Financial Records.** The organization shall make its financial records available to the school's auditors and authorized school employees upon request. The organization shall provide required financial reports as set by the school district.
- **Fidelity Bond.** The organization must provide proof of a fidelity bond (dishonesty bond) for the treasurer and/or officers on an annual basis. The amount of the fidelity bond should be a minimum of the annual gross revenues of the organization with a maximum amount determined by the school district.
- **Annual Audit.** At the end of the fiscal year, an audit of the club's/organization's financial records should be conducted. The audit can be performed by an external auditor or the audit can be performed by individuals who are independent from day-to-day financial activities. Ideally, this audit should be performed by a group of three individuals; however, if the membership size does not allow, the audit may be performed by two individuals. A representative from the school district can be included as part of the committee.

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**Annual Audit**

- 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 funds have been followed;
  - Ensure that expenditures 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 should sign a statement indicating their agreement with the findings detailed in the report. The audit committee should make a report to the general membership upon completion of the audit. Any discrepancies noted should be brought to the attention of the president of the organization and the designated school official.
- Copies of final audit report should be submitted to the CSFO or designee by a designated date each year.

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**ALABAMA DEPARTMENT OF REVENUE  
SALES AND USE TAX DIVISION  
ADMINISTRATIVE CODE**

**810-6-3-.07.05 Charitable Organizations And Institutions.**  
Charitable and nonprofit organizations and institutions have no special exemption from the sales and use taxes. Further, they are required to comply with all the provisions of these laws, relating to the filing of returns, making payments of taxes required to be collected, etc. with the exception of those listed below which are exempt from payment of all sales and use taxes by special acts of the Legislature.

Booster clubs/Parent organizations cannot use the District's Sales Tax Permit Number

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## Financial Procedures

- Each school district is responsible for establishing the policies and recommended financial procedures for organizations whose financial operations are both in and outside the district's books.
- Established policies and procedures should be in writing and communicated to officers of each organization.

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## Financial Procedures

### • Internal Controls-

- In order to protect the organization, its members, and its financial well-being, standard internal controls must be in place.
- Good internal controls deter incidents such as those discussed in the preceding slides from occurring in the future. Or if they do occur, they are detected quickly.

The following is a summary of some basic internal controls necessary to prevent the loss of funds through carelessness, mistakes, or misappropriation.

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## Financial Risks Related to Booster and Parent Support Organizations

- Lack of centralized operations
- Large numbers of transactions
- Numerous parties handling money
- Lack of internal controls
- Lack of procedures
- Complicated rules & regulations



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### ➤ Some of Most Common Financial Irregularities:

- Failure to receipt and deposit all money collected
- Failure to remit all funds from fundraiser
- Unauthorized use of school property and expenditures for personal gain
- Checks made payable to cash
- Payment of personal expenses from unauthorized school account
- Sale of property purchased by booster club for personal gain
- Reimbursement of travel expenses from two sources
- Use of unofficial receipt book
- Forgery of signature and alteration of checks
- Nonpayment of vendor invoices/forgery of signature
- Unauthorized check made payable to oneself
- Failure to use tickets at athletic events
- Unauthorized salary payments

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## Financial Procedures

### BUDGETARY & OVERSIGHT CONTROLS

- Members should establish and approve a budget at the beginning of the school year.
- The organization should provide a monthly written financial report to the Board and/or general membership in agreement with the bylaws which should include the bank account balance and the receipt & disbursement activity since the last meeting.
- The report should be provided by the local school bookkeeper or the treasurer of the organization.
- The financial report should also include a comparison of budgeted versus actual receipts and expenditures.

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## Financial Procedures- For Organization Outside the School's Books

- Bank Accounts**-Booster club/Parent organizations are required to establish a checking account with the organization'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.

### Recommended Guidelines:

- Accounts should be established with at least three individuals on the signature card. Checks should require the signature or authorization of two club officers or designated representative.
- A designated booster club/parent organization 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.

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### Bank Accounts

- 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.
  - Sequence of checks should be accounted for when reconciling
  - Insure proper documentation, date, name, cancellations and endorsement on all checks
- This member should sign off on the completed bank reconciliation.
- Organization could require that bank reconciliation to be submitted with financials.

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### SAMPLE

#### Bank accounts used by the organization include:

Bank Name

Account Number

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2. Determine the identification number used for the bank accounts. The organization's Employee Identification Number (EIN) should be used. Do not use an individual's Social Security Number, and do not use the District's EIN.

The identification number used for the bank accounts is: \_\_\_\_\_

3. Update the authorized signers on bank accounts as officers change. The current authorized signers include the following organization officers:

Name of Person Officer	Position Held	District Employee? (Yes/No)
------------------------	---------------	-----------------------------

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## Financial Procedures

### • CONTROLS OVER CASH AND RECEIPTS

- All cash collections received by the booster club/parent organization for program costs, dues, fundraising, etc. must be deposited upon receipt. The district may have a \$ threshold for requiring daily deposits.
- 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.).
- Two people should always count the money, and both should sign the receipt verifying the amount.
- Cash must be adequately safeguarded at all times.
  - Money should never be kept at a treasurer's home
- Local school designee should be aware of all events involving cash collections.
- Eliminate as much of the cash operations as possible. Online payments, etc.

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## Financial Procedures

### • Control Over Fundraisers

- Prior to beginning a fundraising campaign, the booster club/parent organization must complete a fundraiser application and submit for approval for review by the campus principal or board designee.
- This insures the activity is within the District's policy and provides the school with knowledge of the activities on the campus and helps to avoid the duplication of similar fundraising campaigns during the same period.
- At the completion of the fundraiser a reconciliation form should be completed. The form should calculate the value of items available for sale or number of tickets sold, and comparing to deposits and remaining inventory, if any, to ensure agreement. (P&L)
- All members must be made aware that no individual should personally benefit from the activities conducted by the organization.
- Any profits from fund-raising activities that are not spent for a booster club's nonprofit exempt purpose cannot be returned directly to members or their families.

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## Booster Clubs & School Support Organizations Fundraising Application

Name of organization: \_\_\_\_\_  
 Campus supported: \_\_\_\_\_  
 Type of event, activity, product sale or service: \_\_\_\_\_  
 Date beginning: \_\_\_\_\_ Date ending: \_\_\_\_\_  
 Location of event, activity, product sale or service: \_\_\_\_\_  
 Specific purpose(s) for which the net proceeds are to be used:  
 Vendor (if applicable): \_\_\_\_\_  
 Vendor contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Event coordinator name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 District contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

I request permission to conduct a fundraising activity. I will be responsible for the accountability of all monies collected and I will follow the organization's bylaws and \_\_\_\_\_ BOE guidelines.

Coordinator's signature \_\_\_\_\_ / / Date \_\_\_\_\_  
 \_\_\_\_\_ / \_\_\_\_\_

Principal/Designee's signature \_\_\_\_\_ Date \_\_\_\_\_

Original: Campus or Department Copy: Maintained by organization

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Fundraiser Report of Activity [Read-Only] [Compatibility Mode] - Word

## HOOVER CITY BOARD OF EDUCATION Report of Fundraising Activity

Form 15

School: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Faculty Sponsor: \_\_\_\_\_  
 Fundraiser: \_\_\_\_\_

Fundraiser Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

**Financial Results (If possible, please attach a copy of the Sponsor's Report):**

Income: \_\_\_\_\_

Less: Expenditures (please list below): \_\_\_\_\_

Profits (Loss): \_\_\_\_\_

Expenditures:  
 \_\_\_\_\_  
 \_\_\_\_\_

Was the fund-raiser worth doing again? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, what recommendations do you have for the next fund-raiser?  
 \_\_\_\_\_  
 \_\_\_\_\_

I verify that this report constitutes all funds derived from the Fund Raising Activity described above.

Signature of Faculty Sponsor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_

Revised 11-16-07

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## Financial Procedures

### • Purchasing and Disbursements

- Only authorized officers should have the authority to submit requisitions for purchases or request for payment.
  - Should be included in budget
- Proper documentation should be required with approval for payment on all disbursements.
  - All disbursements made with check
  - No checks payable to cash
- School must insure that all request for payments be in accordance with laws, board policies and guidelines.
- All purchase of equipment should be approved by the district.
- Local school accounting manual should be procedures for all type transactions.

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## Remember !!!!!

- Money should never be kept at a treasurer's home.
- Two people should always count the money, and both should sign the receipt verifying the amount.
- Two signatures on all checks.
  - ❖ President and treasurer
- Have a member who does not have check signing authority review the bank statement monthly before giving it to the treasurer. This person is looking for red flags including: checks showing up in non-sequential order, checks made out to cash, cash withdrawals, checks written out to non-approved vendors, checks written for non-approved expenses, and checks written out to individuals.
- All invoices approved before payment.



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## Remember !!!!!

- Never sign a blank check or a check made out to "cash."
- The treasurer should arrange to deposit the money in the bank as soon after the conclusion of the project as possible.
- Money should be deposited into the organization's bank account daily, even if a project is ongoing.
- All bills must be paid by check, never cash.
- Conduct an annual audit of the books.
- Make sure that you have a Bond Policy and make sure to follow the requirements to guarantee coverage.



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## Additional Recommendations/Requirements

- Assurance that it will not provide any payment or benefit to a school employee (or family member of a school employee) in violation of the State Ethics Law.
- Payments to employees MUST go through the payroll department after approval by the board
- Assurance that:
  - No employee of the school, **who is associated with the activity supported by the booster organization**, serves/holds a leadership position in the organization.
  - No employee of the school **leads** the organization's fund-raising.
  - No employee of the school maintains the accounting records for the organization.

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## Remember !!!!

- Organizations that maintain their own financial records must provide:
  - Financial records to the school's auditors and authorized school employees upon request
  - Proof of a fidelity bond for the treasurer
  - Any financial reports required under its bylaws
  - Annual Audit
  - The booster club may want to consider its own minimum amount of liability insurance as determined by the school entity



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## Noncompliance Issues

- Fundraising Activities
  - Games of chance
  - Utilizing school facilities
- Ethics Law
  - Supplemental payments to coaches and sponsors
  - Use of position for personal gain

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## Noncompliance Issues

- **Games of Chance**
  - Organization should be exercise extreme caution related to raffles and other games of chance as fundraisers.
  - Any fundraising activities involving games of chance (raffles) should be referred to the Board's attorney for review
    - Attorney General's Opinion 89-00168 (Attachment)
    - School board was prohibited from selling tickets for a game of chance.
    - Always seek approval/opinion before starting any fundraising activity such as this.

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The Department of Examiners of Public Accounts audit position concerning various issues related to boosters and parent support organizations utilizing school facilities to raise revenues for the organization is in agreement with the State of Alabama Department of Education's positions stated in the *Financial Procedures for Local Schools Manual* as follows:

- Parking for athletic events – these funds are considered public funds if the parking is on property owned by the Board of Education (Section 1 page 1 of the *Manual*).
- Concession proceeds – these funds are considered public funds if held during a school sponsored activity (Section 1 page 1 of the *Manual*).
- Sponsor signs around ball fields (advertising commissions – Section 1 page 1 of the *Manual*) – these funds are considered public funds if on public property.

If a school wishes to contract with a booster and/or parent support organization to provide labor to collect parking, handle concessions, etc., the organization may receive a reasonable percentage (to be determined by the appropriate school official) of the collections for providing the labor services. However, all funds collected should be deposited into the school's bank account and a check should be written to the organization for the agreed-upon amount.

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**Alabama Ethics Commission**  
Ensuring Trust & Confidence in Government

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**Welcome!**  
News and Updates from your Ethics Commission

- **\*NEW\*\*** Guidelines for Public Officials and Employees
- **\*NEW\*\*** Alabama Ethics Law with 2012 Legislation (Draft Codification)
- **\*NEW\*\*** 2013 Lobbyist Information
- **\*NEW\*\*** 2013 Employee Registration now

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**STATE OF ALABAMA  
ETHICS COMMISSION**

MAILING ADDRESS:  
P.O. BOX 4940  
MONTGOMERY, AL  
36103-4940

STREET ADDRESS:  
REG. UNION  
100 NORTH UNION STREET  
MONTGOMERY, AL 36104

February 22, 2011

James L. Nunn, Jr.  
Chairman

TELEPHONE (334) 242-4567  
FAX (334) 242-4558  
WEB SITE: [www.ethics.alabama.gov](http://www.ethics.alabama.gov)

**TO:** All Public Officials and Public Employees who are required to file a Statement of Economic Interests Form

**Required Ethics Training for Public Officials and Public Employees  
Who File Statement of Economic Interests Forms – PLEASE READ CAREFULLY**

Under new legislation that was passed during the 2010 Special Session, all public employees who are required to file a Statement of Economic Interests (SEI) form must be trained on the Ethics Law by April 30, 2011. The new provision states:

*"All public employees required to file the Statement of Economic Interests required by Section 36-25-14, Code of Alabama 1975, no later than 120 days after the effective date of this act, shall participate in an online educational review of the Alabama Ethics Law provided on the official website of the Ethics Commission. Employees hired after January 1, 2011, shall have 90 days to comply with this subsection. Evidence of completion of the educational review shall be provided to the commission via an electronic reporting system provided on the official website."*

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### Who Are Public Officials and Public Employees?

A Public Official is:

"Any person elected to public office, whether or not that person has taken office, by the vote of the people at state, county, or municipal level of government, or their instrumentalities, including governmental corporations, and any person appointed to a position at the state, county, or municipal level of government or their instrumentalities, including governmental corporations. For purposes of this chapter, a public official includes the chairs and vice-chairs or the equivalent offices of each state political party as defined in Section 17-13-40."

A Public Employee is:

"Any person employed at the state, county, or municipal level of government or their instrumentalities... For purposes of this chapter, a public employee does not include a person employed on a part-time basis whose employment is limited to providing professional services other than lobbying, the compensation for which constitutes less than 50 percent of the part-time employee's income."

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**PERSONAL USE OF OFFICE – Section 36-25-5(a) states:**

"No public official or public employee shall use or cause to be used his or her official position or office to obtain personal gain for himself or herself, or family member of the public employee or family member of the public official, or any business with which the person is associated unless the use and gain are otherwise specifically authorized by law. Personal gain is achieved when the public official, public employee, or a family member thereof receives, obtains, exerts control over, or otherwise converts to personal use the object constituting such personal gain."

**Section 36-25-5(b) states:**

"Unless prohibited by the Constitution of Alabama of 1901, nothing herein shall be construed to prohibit a public official from introducing bills, ordinances, resolutions, or other legislative matters, serving on committees, or making statements or taking action in the exercise of his or her duties as a public official. A member of a legislative body may not vote for any legislation in which he or she knows or should have known that he or she has a conflict of interest."

**Section 36-25-5(c) states:**

"No public official or public employee shall use or cause to be used equipment, facilities, time, materials, human labor, or other public property under his or her discretion or control for the private benefit or business benefit of the public official, public employee, any other person, or principal campaign committee as defined in Section 17-5-2, which would materially affect his or her financial interest, except as

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**Section 36-25-17**  
**Reports of violations; cooperation of agency heads.**

- (a) Every governmental agency head shall within 10 days file reports with the commission on any matters that come to his or her attention in his or her official capacity which constitute a violation of this chapter.  
 (b) Governmental agency heads shall cooperate in every possible manner in connection with any investigation, hearing, public or private, which may be conducted by the commission.  
*(Acts 1973, No. 1056, p. 1699, §16; Acts 1975, No. 130, p. 603, §1; Acts 1995, No. 95-194, p. 269, §1.)*
- Section 36-25-27**  
**Penalties; enforcement; jurisdiction, venue, judicial review; limitations period.**  
 ...  
 (7) Any person subject to this chapter who intentionally fails to disclose information required by this chapter shall, upon conviction, be guilty of a Class A misdemeanor.

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## Recent Issues

- Payment to school employees
  - Remember- all compensation to school employees must go through payroll
- Gifts to school employees
- Use of school facilities for personal use

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### Search Opinions

Exact Phrase  All Words  Any Word

If you do not get the desired search results, try clicking on a different search type above and submit again.

Results 1 - 10 of 106 for teacher gifts.

A09911-12

Vendors may only provide gifts to teachers, retail clerical employees, or other school employees, of a de minimis value. The Ethics Law does not make a distinction between teachers and other members school teachers, etc. The law allows gifts, regardless of the source, to be of a de minimis value only. See three. However, AD Advisory Opinion No. 2011-12 Page Three School boards may enact a policy which allows students to contribute a de minimis amount toward a gift card from the class.

A09911-12b

Identify may only provide gifts to teachers, retail clerical employees, or other school employees, of a de minimis value. The Ethics Law does not make a distinction between teachers and other members school teachers, etc. The law allows gifts, regardless of the source, to be of a de minimis value only. See three. However, AD Advisory Opinion No. 2011-12 Page Three School boards may enact a policy which allows students to contribute a de minimis amount toward a gift card from the class.

A09983-13a

Services, Inc., 2012-12 Conflict Of Interest Classroom Teacher Serving In Alabama Legislature A classroom teacher, who also serves in the Alabama Legislature, may receive his teacher's salary while he is in Montgomery performing his legislative duties. A classroom teacher must take annual leave, personal leave, or leave without pay when performing the duties of State Legislator, as free time is not an option for a classroom teacher with specific duty hours. A classroom teacher, who also ...

A09983-13

Services, Inc., 2012-12 Conflict Of Interest Classroom Teacher Serving In Alabama Legislature A classroom teacher, who also serves in the Alabama Legislature, may receive his teacher's salary while he is in Montgomery performing his legislative duties. A classroom teacher must take annual leave, personal leave, or leave without pay when performing the duties of State Legislator, as free time is not an option for a classroom teacher with specific duty hours. A classroom teacher, who also ...

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## Sample Board Policy

- **Use of Board Property**
  - **Equipment, Supplies, Materials, Vehicles** – Equipment, supplies, materials, vehicles, and other movable or consumable property owned by or under lease to the Board may not be used by or made available to persons or entities for private or personal use, benefit, or consumption, or for any non-Board related use or purpose. Such property may not be removed from Board premises except as necessary to serve a school or Board-related function or purpose, and with the knowledge and approval of the appropriate supervisor, administrator, or the Superintendent.
  - **Use of Board Facilities** – Schools and other Board owned or controlled facilities may be made available for use by sanctioned or generally recognized school support organizations if the use of the facility will not disrupt school operations or be inconsistent with the purpose and mission of the school system, and if adequate advance provision is made for security, supervision, maintenance, damage prevention, post-event clean-up, liability insurance, and other risk management measures appropriate to the proposed use. Use of Board facilities for non-school organizations may be approved if the foregoing conditions are satisfied and a rental contract (or the equivalent thereof) that includes a reasonable fee or rental charge and other appropriate terms and conditions is approved by the Board.
  - **Advertising** – Board property will not be used for commercial advertising except upon such terms and conditions as may be expressly approved by the Board.

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### Other Compliance Issues

- Loans
- Camps and Clinics
- Booster Work Projects

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### Loans to Parent Support Organizations

- A School Board cannot loan an organization money.
- An organization cannot borrow money in the school or Board's name.
- Any loans obtained by support organization can be personal loans by individuals signing notes.
  - Many local banks might not understand.

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### Loans to Parent Support Organizations

- The only way a BOE can incur debt is through the issuance of its warrant(s); in most instances under Alabama law, the issuance is subject to the prior approval of the State Superintendent and the warrant(s) must be issued in the form and executed and delivered in accordance with the applicable provisions of the Alabama Code.
- Check-writing privileges granted to principals are not broad enough to cover signing notes (or warrants) evidencing a debt of the board. Being authorized to sign a check should not be construed as a delegation of the power to incur debt of the board.

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### Contracts

- Parent and booster organization do not have the authority to enter into any type contract on behalf of the board of education.
  - Includes school personnel
- Organizations do not have authority to enter into any type contract related to use of board property or equipment.

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## Extracurricular Camps and Clinics on School Campus

- Guidelines
  - Approval form application should be completed prior to event
  - Should be preapproved by Board or designee
  - Proper accounting records should be maintained
  - Any payment to school employees must be processed through district's payroll department
    - Compensation reasonable and set prior to event
  - Reconciliation of event should be completed at conclusion of camp/clinic

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### **Policies and Procedures**

#### **For Extracurricular Camps, Tournaments,**

#### **Jamborees and Similar Activities**

The Hoover City School System (HCS) recognizes the importance of hosting certain extracurricular camps and similar activities for academic and athletic programs. HCS believes that these types of events provide children with an opportunity to develop skills and talents beyond the regular school day in a safe and nurturing environment. Accordingly, HCS has adopted the following policy:

**Effective October 1, 2007, HCS requires that all camps or similar activities (Camp) must be preapproved by the local school Principal. All Camps must be accounted for on the school's books and subject to local school accounting guidelines and other applicable laws and regulations. HCS employees receiving compensation for working a Camp shall be paid through the HCS payroll department based upon the residual income from the activity and what would be considered reasonable and bear a relationship to the duties performed. HCS reserves the right to limit the annual compensation that an employee can earn as a result of their participation in school sponsored Camps. All residual Camp proceeds shall be transferred to the benefit of the applicable program fund.**

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### DECATUR CITY BOARD OF EDUCATION POLICIES AND PROCEDURES FOR CONDUCTING CAMPS

#### **Definitions**

##### **Camps**

Camps shall be defined as any activity, academic or athletic, involving students either from DCS or other schools, which is organized and supervised by a DCS employee, coach, or other adult leader. Events that are considered to be a fundraiser to support a program at the school will be considered a Camp for approval and accounting purposes.

Camps will be categorized based upon the nature and participants as provided below:

- A. **Fundraiser Camp**  
For fundraiser camps, employees of DCS do not receive any additional compensation for coordinating and/or staffing the Camp beyond whatever salary supplement they may be entitled to. The purpose of a fundraiser camp is to generate funds to be used by the specific program coordinating the camp.

- B. **Open Event Camp**  
Camp is considered to be an Open Event when employees of DCS may receive compensation for coordinating and/or staffing the Camp beyond whatever salary supplement they may be entitled. Camps organized or sponsored by a third party will be considered an Open Event.

##### **Camp Bookkeeper**

For each Camp, a Local School Bookkeeper will be designated to be the Camp Bookkeeper.

##### **Camp Participation Fee**

Fee charged to an individual and/or a team to participate in a Camp.

##### **Event Coordinator**

Each Camp will designate an Event Coordinator to communicate with the Principal and school representatives concerning the camp.

##### **DCS**

Decatur City Schools

##### **Net Proceeds**

All receipts from a Camp will be reduced by all expenditures directly related to the Camp (exclusive of payment to employees, including the Event Coordinator, facility use fee and administrative fee to determine the net proceeds of the Camp).

##### **Sponsor**

## Camps- Defined

- Local Camp-
  - Involves only district students
  - no fees are charged
  - employees of the district do not receive compensation
- Camp Fundraiser-
  - May not be limited to district students
  - fees are charged
  - employees of the district do not receive compensation

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## Camps-Defined

- Open Event Camp—
  - not limited to district students
  - fees for participation are charged
  - employees of the district receive compensation for coordinating or working the camp
  - may be sponsored or run by third party

## Accounting for Camps

- All camps will be accounted for on the school's books.
- Charges for facility use and other administrative fees should be consistent based on board policy.
- Guidelines regarding expenses paid on behalf of a camp should be consistent with previous procedures.

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## Accounting for Camps

- **Procedures/Board Policy**
  - Prior approval from superintendent/board or designee
- Individual designated as event coordinator
  - Determination of net proceeds
  - Receipt log listing all participants (master roster including any fees that are waived)
  - All receipts from the camp run through the school bookkeeper
  - All expenditures are paid through the school's books (check)
  - Normal procedures followed

## Camps

- Compensation to district employees
  - Anticipated compensation noted on approval form
  - ***All compensation must go through payroll***
    - IRS regulations do not permit an employer to send a Form 1099 to an employee. All wages must be included on the W-2.
- Compensation should be reasonable when compared to duties performed
  - Board should have policy on cap for compensation
  - Outside their regular employment hours
  - Non-exempt employees should be paid at an hourly rate including overtime

## Camps

- Use of non-school personnel
  - Payment for services
    - W2/1099
    - According to IRS regulations
  - Background check on any non-employees working in camp
- Camps run by third parties
  - Prior board approval
  - Liability insurance
    - Board added as insured
  - Facility use fee
    - Board policy

**APPLICATION TO CONDUCT A CAMP**

Application is made by \_\_\_\_\_ Name of Group or Organization \_\_\_\_\_  
for permission to hold a Camp, as defined in the \_\_\_\_\_ School Policy and Procedures Manual, \_\_\_\_\_ School.

Name of Camp \_\_\_\_\_ Beginning date & time \_\_\_\_\_ Ending date & time \_\_\_\_\_  
(A copy of the camp registration form must be attached to this application.)

**PURPOSE AND NATURE OF THE CAMP**

**ESTIMATED REVENUES**

**ESTIMATED EXPENSES**

**SUMMARY OF ESTIMATED REVENUES AND EXPENSES**

**ESTIMATED CAMP STAFF COMPENSATION**  
(Please list each individual)

**Estimated Compensation to Non-School Employees:**  
The following are to be paid by the school as a 1099 vendor. You must have a completed W-9 Form before payment can be made.

**Estimated Compensation to School Employees:**

Net Contribution to School Athletic Fund (a+d) \$ \_\_\_\_\_  
Date: \_\_\_\_\_ \*Group or Organization Representative \_\_\_\_\_  
Telephone: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Principal's Signature \_\_\_\_\_  
\*By signing this form, the organization agrees to abide by the \_\_\_\_\_ policies and procedures for rental of school facilities and policies and procedures for conducting camp.

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**CITY BOARD OF EDUCATION  
REPORT OF CAMP NET PROCEEDS**

Note: This form must be completed and submitted to the Principal no more than two weeks after the last day of Camp.

Name of Camp \_\_\_\_\_  
Event Coordinator \_\_\_\_\_  
Date(s) of Camp: \_\_\_\_\_

**REVENUE**

\_\_\_\_\_ # Participants at \$ \_\_\_\_\_ (early registration fee) \$ \_\_\_\_\_  
\_\_\_\_\_ # Participants at \$ \_\_\_\_\_ (late registration fee) \$ \_\_\_\_\_  
\_\_\_\_\_ # Participants at \$ \_\_\_\_\_ (other fee \_\_\_\_\_) \$ \_\_\_\_\_  
\_\_\_\_\_ # Participants at no cost \$ \_\_\_\_\_  
Other revenue (explain) \$ \_\_\_\_\_  
Other revenue (explain) \$ \_\_\_\_\_  
**Total Revenue** \$ \_\_\_\_\_ (a)

**EXPENSES**

T-shirts/Agape \$ \_\_\_\_\_  
Facility Use Fee (\$ \_\_\_\_\_ per participant per day) number @ \_\_\_\_\_ number of days \$ \_\_\_\_\_ (\$500 minimum)  
Other Expenses  
Item \_\_\_\_\_ \$ \_\_\_\_\_  
Item \_\_\_\_\_ \$ \_\_\_\_\_  
Item \_\_\_\_\_ \$ \_\_\_\_\_  
**Total Expenses** \$ \_\_\_\_\_ (b)

**Net Proceeds Before Staff Compensation (a-b)** \$ \_\_\_\_\_ (c)

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**STAFF COMPENSATION**

**Compensation to Non-Employees:**  
The following are to be paid by the school as a 1099 vendor. You must have a completed W-9 Form before payment can be made.

Name	\$
Name	\$
Name	\$
Name	\$
Total Compensation to Non-BOE Employees \$ _____	

**Compensation to BOE Employees:**

Name	Employee Gross Payment (before withholdings)	Employer Portion of Benefits (17% of gross)	Total Cost
Name	\$	\$	\$
Name	\$	\$	\$
Name	\$	\$	\$
Name	\$	\$	\$
Name	\$	\$	\$
Name	\$	\$	\$
Total Compensation to BOE Employee \$ _____			

Total Staff Compensation \$ \_\_\_\_\_ (d)  
Total Expenses (a+b) \$ \_\_\_\_\_ (e)  
**Net Contribution to School Athletic Fund (a-e)** \$ \_\_\_\_\_

Date: \_\_\_\_\_ \*Group or Organization Representative \_\_\_\_\_  
Telephone: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Principal's Signature \_\_\_\_\_

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## Booster Work Projects

An organization cannot build a structure on Board property without Board approval

- Self-Performed
  - District Employees
  - Parent Support Organization
- Organization provides funding for project
  - In whole or partial

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## Booster Work Projects



- Procedures for capital projects
  - Any building, building/land improvement on a school district campus should be approved by the board of education.
  - Board employee should be in charge of project.
  - Must follow federal, state and local laws, codes, procedures and guidelines.
  - Should follow same process on all projects regardless of funding.

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## STATE OF ALABAMA BUILDING COMMISSION

### Welcome to the Alabama Building Commission

The Commission's primary function involves promulgating and enforcing the State Building Code through plan reviews, inspections and serving as the state's contract administrator for state-funded construction.

The State Building Code applies to the following:

- State Buildings and Construction
- Schools (Public and Private)
- Hotels/Motels
- Motion Picture Theaters

- HOME
- COMMISSION MEMBERS
- TECHNICAL STAFF
- STATE BUILDING CODE
- PLAN SUBMITTAL REQUIREMENTS
- STANDARD CONTRACTS AND DOCUMENTS
- REQUIREMENTS FOR

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## Self-Performed Work

- Must comply with Building Commission requirements
  - Full professional design team required
  - Plan review and approval required
  - Architect required to perform inspections
  - Building Commission will conduct required inspections including Final Inspection
  - Compliance with *Public Works Law* or *Competitive Bid Law* will be applicable in most situations



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## Summary

- Parent support organizations provide an invaluable service to our school district.
- There should be established guidelines and policies at the board level for them to follow.
- It is the Board's responsibility to insure these guidelines are being communicated and controls are in place to monitor compliance.

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## Sources:

*Financial Procedures for Local Schools*, Alabama State Department of Education

*Booster Clubs and Support Organizations Guidelines*- Northwest IDS- Fort Worth, Texas

*Booster Club/Parent Organization Guidelines*, Brownsville ISD, Brownsville, Texas

*Parent and Booster Organizational Guidelines*, Autauga Count Schools, Prattville, Alabama

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## Working with Booster and Parent Support Organizations

AASBO  
August 25, 2014

David Smith, Executive Director  
Alabama Association of School Business Officials  
david@aasbo.com

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