



## Pine Tree ISD Booster Club Guidelines

In Pine Tree ISD, booster clubs are a way to help enrich the schools participation in extracurricular activities. Booster clubs are also a positive avenue for parents to actively participate in their child's educational experience.

PTISD will follow the UIL Booster Club Guidelines as the procedures for the 2014-2015 school year. This document provides guidelines which govern all Booster Club activities related to UIL-sponsored competition. Since the UIL regulates and governs what participants, sponsors, and coaches may and may not accept, it is very important Booster Club members and parents are aware of these guidelines. The UIL Booster Club Guidelines are included in this document and can be found at

<http://www.uil texas.org/policy/booster-club-guidelines>

### General Operating Guidelines:

1. A list of the officers for each booster club/organization (form attached)
2. Provide written procedures for the operation of booster club/organization to include the following:
  - a. General procedures which include goals for the school year
  - b. An annual budget created to support the annual goals
  - c. Procedures for raising funds within the guidelines of the campus and district
  - d. Procedures for handling and accounting for funds.
3. A financial report for the booster club/organization for the beginning of each school year. Annually, a copy of audited financial report will be submitted to the Principal and Superintendent no later than August 1 following the end of the PTISD fiscal year.
4. Submit reconciled bank statements and a list of monetary and non-monetary donations to the Business Office quarterly.
5. Submit the name, address, and telephone number of all current officers and the authorized signers of bank account to the Principal and Superintendent no later than August 1 each school year. Two signatures will be required on all checks.
6. Pay all taxes and other debts incurred by the organization.
7. Comply with UIL guidelines, District policies, and Federal and State tax laws.
8. Obtain tax exempt status 501 (c) (3). Upon acceptance of the organization's exempt status by the Internal Revenue Service, a determination letter will be received as evidence of approval. A copy of the determination letter should be filed with the Business Office

9. Obtain an Employer Identification Number (EIN).
10. Obtain an exemption from Texas Sales and Use Tax.
- 11. Submit a copy of receipt/billing of equipment/items that will be considered capital outlay for the district within seven days of receipt of the equipment/items.**

Helpful Information:

### *Top 10 Ways to Protect Your Organization against Embezzlement*

- 1. Money should never be kept at a treasurer's home.*
- 2. Two people should always count the money, and both should sign the receipt verifying the amount.*
- 3. Two signatures should be required on all checks.*
- 4. 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.*
- 5. Never sign a blank check or a check made out to "cash."*
- 6. The treasurer should arrange to deposit the money in the bank as soon as the conclusion of the project.*
- 7. Money should be deposited into the organization's bank account daily, even if a project is ongoing.*
- 8. All bills must be paid by check, never cash.*
- 9. Conduct an annual audit of the books.*

## **Officers and Duties**

### **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.
- 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 through the mail at their home address. 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 associate with disbursement activity.
- Schedule annual audit of records or request an audit in the need should arise during the year.

### **VICE-PRESIDENT**

The vice-president acts as the president's representative in his/her absence. They must remain familiar with the organization. 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.

### **SECRETARY**

The secretary is responsible for keeping accurate records of the proceedings of the association and reporting to the membership. The secretary must ensure the accuracy of the meeting minutes and have a thorough knowledge of parliamentary law and the organization's procedures. 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.
- Maintain the records of the minutes and any standing committee rules, current membership and committee listing.
- Record all business transacted at each meeting. Maintain records of attendance of each member.
- Conduct and report on all correspondence on behalf 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 or as authorized by action of the association. The major duties include, but are not limited to, the following:

- Issue a receipt of monies received and deposit said amounts on a weekly basis (daily if receipts on hand exceed \$250.00).
- Maintain current financial reports including bank statements, bank reconciliations, and financial statements to be reviewed by the officers. Copies should be available for review by the general membership and/or campus district administrators as requested.
- Maintain 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 State Comptroller's office (monthly, quarterly, or annually).
- File annual IRS form 990 in a timely manner.
- Submit records to the audit committee (or officers) appointed by the organization upon request or at the end of the year.

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

It is recommended all persons authorized to handle funds of the association should be covered by a fidelity bond in an amount based on the organization's annual income and determined by the officers of the association.

## **Standards for Meetings**

Notice of all meetings 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. In order to provide an optimum level of communication and teamwork, Booster Club 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.

The Booster Club may use school facilities only with prior approval of the principal or designee.

Minutes of the discussions and actions of each meeting should be recorded. The minutes should be reviewed and approved at the following meeting. All minutes should be maintained as permanent records for the association.

## **Financial Guidelines:**

### **Sales Tax**

All Booster Clubs must apply for their own sales permit number. They may not use the number of another Booster Club or the District sales permit number. Sales by a Booster Club are generally taxable. Booster Clubs are not tax-exempt unless the organization has filled out the proper application forms from the Texas Comptroller of Public Accounts and have been given tax-exempt status. Each Booster Club can have two tax free sale days per calendar year according to Texas State Sales Tax Law.

Organizations that have applied for and received a letter of exemption from sales tax do not have to pay sales and use tax when they buy, lease or rent taxable items that are necessary to the organizations exempt function. No item purchased tax-free by an exempt organization can be used for the personal benefit of a private party or other individual. For any questions regarding sales tax, you can call the Texas Comptroller of Public Accounts at 1-800-531-5441 or email [tax.help@cpa.state.tx.us](mailto:tax.help@cpa.state.tx.us).

### **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 excise taxes.

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

### Collection and Remittance of Sales Taxes

The Booster Club shall collect sales tax on all taxable sales. 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, the tax rate was 8.25%, the school would collect \$2.17 ( $\$2.00 \times 1.0825$ ) 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 the tax, the school would retain \$1.83 and remit \$0.17 for sales tax. If this method is used, divide the total sales by 1.0825 (assuming the tax rate is 8.25%) 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

Therefore, state and local sales tax 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 except for those items specifically

excluded above

Sales tax should be filed in accordance with the State Comptroller's guidelines. Further information can be found on the State Comptroller's website: <http://www.window.state.tx.us>.

### Banking Information

To open a bank account, the Booster Club must first obtain an Employer Identification Number (EIN) from the IRS. (See Tax information section)

The Booster Club shall not use just the school's name on its checks or on its literature. The use of the school name might imply that the school or the District is responsible for any obligations entered into by the club. It must include the Booster Club's name on the bank account.

It is suggested that at least two officers sign each disbursement. Both signers should be parents or guardians with children in the affiliate Booster Club. School district employees may not be the signer on Booster Club bank accounts for their own campus or programs for which they sponsor.

All funds received should be receipted and deposited on a weekly basis. Commingling of Booster Club funds and school activity funds is prohibited. School employees may not accept loans of funds from parents and student organizations.

The Treasurer should reconcile the bank statement monthly and prepare a monthly financial report to the organization's officers and for the monthly booster club meeting.

### Fundraising Procedures

*The following page must be completed and approved prior to event/activity being advertised or implemented.*

Procedures for gaining approval and conducting a school related event or activity:

1. Complete this form. All required parties must sign.
2. Submit the completed and signed form to the Campus Financial Secretary at least 10 days prior to the start of the fundraising activity, for the consideration of the Principal. All materials related to the event/activity should be included, such as

methods of advertising, profit margins, schedule of events, level of student participation, etc.

3. Upon approval by the Principal, the event/activity will be placed on the appropriate campus and district calendars.
4. I understand that I cannot require students to pay for the event, field trip, and/or fundraiser with "Cash Only".
5. If any school facilities are to be used in conjunction with the approved event/activity they must also be placed on the official school calendar (Meeting Room Manager) by the Principal's Secretary. If another district facility, outside of the current campus facility is needed the Building Usage Form is required.
6. The event/activity is not officially approved until steps 1-4 are complete; therefore, there should not be advertising or information available prior to official approval.
7. If the event/activity is a fundraiser, the back of this form should be completed and the entire form is to be returned to the Principal's Secretary within three (3) working days from the completion of the fundraising event/activity.



PTISD Leadership Information for New/Existing Club

**New Club**

**Existing Club**

School Year \_\_\_\_\_

Campus \_\_\_\_\_

Booster Club Name \_\_\_\_\_

President \_\_\_\_\_

Phone # \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Vice -President \_\_\_\_\_

Phone # \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Treasurer \_\_\_\_\_

Phone # \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Secretary \_\_\_\_\_

Phone # \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Financial Institution Information:

Name of Bank \_\_\_\_\_

Acct # \_\_\_\_\_

Names authorized to for check signing:

1. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

Submit completed form to the Campus Principal by August 15<sup>th</sup> each year.

Pine Tree ISD Annual Information for Current Club/ Request  
for New Club

Today's Date: \_\_\_\_\_

Name of Booster Club/Organization: \_\_\_\_\_

Name of Coordinator: \_\_\_\_\_

Address of Coordinator: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Name of PTISD contact person (Coach or Sponsor): \_\_\_\_\_

Type of Group/Club: \_\_\_\_\_

Current Number of Member/Participants: \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

Submit completed form to the Campus Principal by August 15<sup>th</sup> each year.