

BOOSTERS, CLUBS AND OTHER NON-PUBLIC FUNDS

Webinar Notes (Handout Attached to Email)

- Sample letter and Officer Information request attached to email for principals to send out to all school-related organizations.
- External school-related organizations **MAY NOT** use the school's mailing address.
- External school-related organizations **MAY NOT** use the school's EIN.
- **Recommended:** A copy of the organization's meeting minutes should be on file with the office of the Principal.
- No individual may personally benefit from the activities conducted by the organization.
- School personnel should not hold any official position within a parent support organization.
- Organization will not provide any payment or benefit to a school employee (or family member of a school employee).
- Payments to employees **MUST** go through payroll after approval by the Board.
- Principal does not direct how funds are spent by *student organizations*.
- Coaches and other school employees **cannot** maintain a separate bank account that supports or benefits from a school extra-curricular activity. These funds must be included in the school's financial records under the fiduciary control of the school principal.
- School-related 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.
- Athletic booster concessions that are operated on school property at a school function may remain non-public **ONLY IF** the items to be sold are purchased from the organization's non-public funds.
- Two people should always count money and both should sign the receipt verifying the amount.
- Money should **NEVER** be kept at a treasurer's home.
- **No checks payable to cash.**
- No payments made to school personnel.
- **No EMPLOYEE OF THE SCHOOL** should serve/hold a leadership position, lead the organization's fund-raising, or maintain the accounting records for the organization.
- **NONCOMPLIANCE ISSUES:** games of chance (must have a game of skill associated with it), utilizing school facilities, supplemental payments to coaches and sponsors (Ethics Violation), use of position for personal gain (Ethics Violation).
- **Any person (school employee) subject to Section 36-25-17 Reports of violations... who intentionally fails to disclose information required shall, upon conviction be guilty of a Class A misdemeanor.**
- All compensation to school employees must be approved by the Board of Education and must go through payroll.
- A School Board **cannot loan** an organization money.
 - Allowing a non-public account to have a negative balance is considered a loan.
- An organization **cannot borrow** money in the name of the school or Board of Education (must be a personal loan).
- Parent and booster organizations do not have the authority to enter into **any type contract** on behalf of the board of education.
- Organizations do not have the authority to enter into **any type contract** related to use of board property or equipment.
- Extra-curricular camps and clinics on school campus should be preapproved by Board or designee (for liability purposes).
 - **The Fundraiser forms should be used to request permission for Camps and/or clinics as well as account for break-even or profit.**
- Background checks should be conducted on any non-employee working a camp or clinic.
- **An organization cannot build a structure on Board property without Board approval.** Board employee should be in charge of project.