

AR KBE-R Relations with Parent Organizations

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Support Organizations' Roles and Responsibilities

Booster clubs and parent teacher organizations/associations are separate entities from the school district. The district board of trustees appreciates the time, effort, energy, and financial support these organizations provide to the staff and students of the district. As a result, the board encourages administration, staff, and employees to support and accommodate the activities of these groups so much as they contribute to and provide benefit to the district. At the same time, the board and management must ensure the district is complying with various laws and regulations. As such, the district reserves the right to limit the activities of groups where necessary to ensure compliance with laws and regulations applicable to the district.

The board directs the administration to establish regulations and procedures which will provide for an orderly and systematic operation of such groups. The board further directs the administration periodically to evaluate the productivity and impact of the support groups (school district policy KBE).

These valuable organizations provide a needed source of financial support for school activities. Without them, the district's schools would not be able to provide many of the opportunities that students enjoy through the programs supported by these organizations. Because these entities are independent from the district, a separation between these organizations and the school district must be maintained so that third parties are not misled into believing that an organization is part of the school district. This protects both parties in case of litigation and other issues that may arise. Therefore, it is important that consistent and proper accounting practices are followed in order to ensure this separation.

School support organizations are organized for the purpose of supporting schools or specific school programs within a school. The relationship with the school should never be forgotten. The mission, vision, and goals of the support organization should mesh with those of the school. For this reason, the support organization's officers and board should work closely with the school principal to establish an atmosphere of cooperation and confidence to ensure that the programs operate smoothly within the school's and district's policies and practices.

Establishing the School Support Organization

- Follow the School District Five of Lexington & Richland Counties' policies and administrative rules regarding support organizations and fundraising.
- Prepare and adopt bylaws and articles of incorporation.
- File a current copy of bylaws with the chief building administrator.
- File a current copy of bylaws with the district's chief finance officer.
- Incorporate as a nonprofit organization, obtain the appropriate 501(c) designation, and register with the South Carolina Secretary of State's Office.
- Prepare and approve a detailed proposed budget listing planned contributions to or support of school activities itemized by organization and activity.
- Establish an audit/finance committee.

Operating the School Support Organization

As separate entities, school support organizations have their own governing board, establish their own policies, and maintain their own set of accounting records. Each one also must have its own checking account along with a separate federal tax identification number. These organizations are generally formed as nonprofit entities, must obtain their own tax exempt status, and therefore, must follow applicable federal and state tax regulations. These organizations are neither authorized nor permitted to use the tax identification number of the district under any circumstances.

Each group will file a statement of purpose and regulations governing the group's involvement to the superintendent or his/her designee for review and approval by the board on an annual basis on or before June 30 of each year in order to be authorized to work within the district in the following school year.

These support groups need administrative approval for any events, programs, or operations that involve the following:

- the participation of children
- operation of a school service
- charges to children

- solicitation of children
- communications sent home with all children in a school
- use of any district facility or property

Management of Funds

A major initiative of most school support organizations is fundraising for school programs the organization represents. Guidelines are offered to serve to ensure funds are handled properly and therefore are available for the greatest benefit to students. District employees can serve as leaders, including president, vice president, secretary, and/or committee chair, provided they do not have signature authority on checks. District employees are prohibited from serving as treasurer, assuming any financial responsibility, or possessing any signature authority regarding funds of a booster or other parent organization or program. Employees must participate in such organization/program only on their personal time and in a manner that does not conflict with their duties and responsibilities within the district.

The board has final authority over all phases of the school and money raised for schools. Equipment donated to the school becomes the property of the district (policy KBE).

- Bonding insurance should be considered for officers.
- The treasurer's report, which should include a balance sheet and a statement of revenues and expenses, should be provided monthly to the membership but not less than annually. Cash receipt procedures should include best practices, including consistent and proper segregation of duties.
- Cash disbursement procedures should include best practices, including consistent and proper segregation of duties.
- Month end and year-end financial procedures should include best practices, including consistent and proper segregation of duties.
- The district reserves the right to accept or reject any contribution or use of booster funds should the district determine that the proposed use will negatively impact the district in any way.

Fundraising

All fundraising activities that take place must be conducted by an organization, not an individual. Any club or organization requesting permission to hold a fundraiser must have a valid charter and board-approved bylaws and have been in existence for at least four months prior to making the request. The principal must approve the fundraising activities of both parent and student-governed organizations. The approval must be in writing and issued prior to the beginning of the fundraising activity.

Organizations must make written requests for fundraising activities to include the following:

- the inclusive dates of the activity or sales campaign
- the type of activity clearly explained
- name of supplier of sales items or activity
- intended use of the money raised
- how this use of funds can improve the school or program

All information, advertising, tickets, and other materials used for promotion of the activity must carry the name of the sponsoring club or organization. Organizations may not use the school board endorsement on any materials, notices, or advertising without the specific written consent of the board.

No teacher or employee of the district will be required to participate in any fundraising activity sponsored by a parent or student group such as, but not limited to, PTA/PTO, band boosters, etc. (administrative rule JJE-R, Student Fundraising Activities).

Fiscal Year End Obligations

- Prepare a budget of anticipated expenditures and receipts for the new fiscal year prior to July 1st.
- Year-end financial reports will be provided to the school principal and to the School District Five of Lexington & Richland Counties' chief finance officer no later than September 30 of each year. The audit/finance committee of the support organization must validate that the financial reports (balance sheet and revenue/expenditure statement) are an "accurate portrayal of the support organization's financial status." The audit/finance committee must sign and date the financial reports to certify "that they had no financial duties and therefore can be independent in their judgment."

- File federal and state tax forms as required.

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