

RELATIONS WITH PARENT ORGANIZATIONS

Parent/Citizen Group Guidelines

In order for a parent/citizen group to be approved by the school and the District, the following guidelines must be observed. Only approved groups may be granted use of school facilities.

Formation/Structure of Parent/Citizen Groups

Any group of parents or citizens seeking to be approved by the school or District shall submit the Annual Application for Governing Board Approval (Exhibit KBE-EB) to the designated site administrator. If the site administrator approves the group, the site administrator shall submit the form to the Superintendent for District approval.

The Administration may terminate privileges of any organizations which deviate from their stated purpose or which contravene law or district policy or regulation.

Finances

For the purpose of operating as an organization and performance of financial obligations, groups that support schools shall obtain their own federal tax identification number. Such groups shall comply with the following financial guidelines:

- All funds shall be deposited and disbursed through the organization's bank account.
- Fund raisers must be approved by the school administration, with designated use(s) and distribution specified for each fund raiser. Monies raised are to be deposited in the account by the organization. Such funds shall not be refunded to an individual who leaves or is dismissed from the program.
- Capital items (over \$1,000.00) purchased by the support group for the School/District are considered a gift to the District and must be approved by the Governing Board. Gift & Donation forms will be available at all schools for this purpose.

Supervision of Students at School-Related Activities or Fund Raisers

School-related activities:

- A staff representative (coach, club sponsor, administrator) must be present. If the staff representative is a nonexempt employee and the school requires the person's attendance, the employee must be paid through the District payroll. Funds used for wage or salary expenses shall be provided by the parent group or athletic department.

Fund-Raising Activities:

- Individual-sale type events. Students shall be informed in writing that they shall not sell items door to door.
- Group events, e.g. car wash, bake sale. If students are involved, a staff representative must be present.
- Fundraising efforts supported by student effort shall apportion revenues for the use and benefit of students in accordance with law.

Coordination with the School Administration

The initial and annual approval of a group must be confirmed in writing

A written monthly report must be provided to the principal or designee, to include monthly minutes of meetings, consisting of the calendar and budget statement. A final report is required each year, to include the minutes and a financial report. The year-end minutes should include an assessment of goals.

Adopted: date of manual adoption

Revised: June 28, 2005

**AMPHITHEATER PUBLIC SCHOOLS PARENT SUPPORT ORGANIZATIONS
REQUIREMENTS FOR OPERATION AND FINANCIAL RESPONSIBILITY**

- 1) Obtain approval and support from school administrator.
- 2) Employees of the school can only play an advisory role. They cannot be officers of the organization or signatures on the checking account.
- 3) Develop and adopt organization by-laws (governing document). This document should include provisions for amendment.
- 4) Establish officers of the organization (usually: President, Vice Pres., Secretary, Treasurer).
- 5) Develop annual budget plan and goals for the organization. Plan activities for the year based on the budget and goals.
- 6) Treasurer should produce a monthly financial report after the receipt of each bank statement. (Sample attached)
 - a) Report should identify all revenue sources during the month and be reconciled with the deposits on the bank statement.
 - b) The report should itemize all expenditures paid during the month, listing by date, check number, who it is written to, description of expense, and dollar amount.
 - c) Cash balance on report should be reconciled to cash balance on bank statement.
 - d) Copies of report and bank statement should be made available to all board members monthly and any other members that request or show interest.
 - e) Board members should vote approval of the financial report after presented.
 - f) An annual audit should be conducted by an independent third party (does not have to be a Certified Public Accountant).
- 7) Checking account should require two signatures on all checks. Monthly bank statements should be mailed to the school address, not individuals home.
- 8) Money collected through fundraisers and other organization activities should be accounted for, verified by, and prepared into deposits for the bank by TWO individuals.
- 9) Minutes of each Board and Membership meeting should be produced, distributed to members, and maintained for at least three years.
- 10) Arizona School Risk Retention Trust insurance policy includes liability insurance for parent support organizations as long as their meetings and activities are approved and co-sponsored by the school administrator. The organization must be acknowledged annually by the District Governing Board. IRS Form 990 must be submitted to the District Finance Department within 90 days of filing if applicable.
- 11) Fund raising activities must be approved and agreed to by site administrator in advance on approved district form Exhibit KBR-EB.

- 12) Parent support organizations can choose to join the state and national Parent Teacher Association (requires payment of membership dues annually). Organization becomes a local chapter of a national non-profit corporation.
- 13) If a parent organization wishes to compensate a district employee for services, the request must go through the district so that proper payroll deductions are withheld.

FORMAL NON-PROFIT CORPORATION

- 1) File IRS Form SS4 to obtain a taxpayer I.D. number. Toll free number 1-800-829-4933 or Web Site: www.irs.gov/
- 2) Contact Arizona Corporation Commission for application for Non-Profit Corporation, 1300 W. Washington St., Phoenix, AZ 85007-2929, (602) 542-3135. Internet information from www.cc.state.az.us/
- 3) Develop and adopt a set of organization by-laws, establish officers of organization.
- 4) File application and Articles of Incorporation with the Arizona Corporation Commission.
- 5) Establish checking account with two signatures required on all checks.
- 6) After receiving stamped and approved Articles of Incorporation from the Arizona Corporation Commission, publish the Articles in a local newspaper three (3) consecutive days to establish 501(c)(3) Non-Profit Tax Exempt Organization.
- 7) File IRS form 1023 "Application for Recognition of Exemption" with the Internal Revenue Service.
- 8) Annual report required by Arizona Corporation Commission listing current officers and including financial statements.
- 9) Annual Financial Report is required to Internal Revenue Service. (IRS Form 990)

Advantages of Formal Non-Profit Corporation status:

- a) Tax deduction for donation to organization.
- b) No personal liability for corporation board and officers as long as acting as a reasonable, prudent person.

Disadvantages:

- a) Expensive and time consuming to establish.
- b) Requires diligent annual reporting by succeeding officers and board with penalties attached for non-compliance.

INFORMAL NON-PROFIT ASSOCIATION

- 1) File IRS Form SS4 to get a taxpayer I.D. number.
- 2) Develop and adopt a set of organization By-Laws, establish officers of organization.
- 3) Establish checking account with two signatures required on all checks.

Advantages of Informal Non-Profit Association:

- a) Inexpensive, simple to establish.

Disadvantages:

- a) Donations to organization are not tax deductible.
- b) Personal liability can attach to officers and board if negligence is established.
- c) Board members can be held personally responsible for contractual obligations which they have signed.
- d) IRS may determine that annual net income of the organization is subject to Federal income tax.

KBE-EB

ANNUAL APPLICATION FOR GOVERNING BOARD APPROVAL
AMPHITHEATER PUBLIC SCHOOLS PARENT SUPPORT ORGANIZATIONS

School Year

Name of Organization _____ School _____

Related Student Organization or Club _____ Taxpayer I.D. _____

OFFICERS:

Name: _____ Name: _____

Office Held: _____ Office Held: _____

Address: _____ Address: _____

Phone(s): _____ Phone(s): _____

Date taking office: _____ Date taking office: _____

Name: _____ Name: _____

Office Held: _____ Office Held: _____

Address: _____ Address: _____

Phone(s): _____ Phone(s): _____

Date taking office: _____ Date taking office: _____

FOR ADDITIONAL OFFICERS, PLEASE ADD A SEPARATE, ATTACHED SHEET.

- Formal Non-Profit Please Attach:
- 1) Articles of Incorporation (*first year only*)
 - 2) I.R.S. Determination Letter (*first year only*)
 - 3) Annual budget, goals and objectives
 - 4) Current operating by-laws
 - 5) Last fiscal year AZ Corporation Commission Annual Report
 - 6) Last fiscal year I.R.S. Form 990 Annual Report
 - 7) Most recent treasurers financial report
 - 8) Most recent bank statement

- Informal Non-Profit Please Attach:
- 1) Annual budget, goals and objectives
 - 2) Current operating by-laws
 - 3) Most recent treasurers financial report
 - 4) Most recent bank statement

Are two signatures required on disbursements? Yes No By-laws reviewed annually? Yes No

Member meetings held how often? _____ Executive meetings held how often? _____

As officers, we hereby agree to abide the By-Laws of our organization, attend annual district-provided Parent Support Group training, and follow the district's Guidelines For Operation And Financial Responsibility while we strive to improve our children's educational opportunities where support is needed.

Signature _____ Date _____ Signature _____ Date _____

Signature _____ Date _____ Signature _____ Date _____

Site Administrator's Approval: _____
Signature _____ Date _____

For district use: _____
Finance Department recommendation: _____
Governing Board Agenda date: _____

**AMPHITHEATER PUBLIC SCHOOLS
FUND RAISING AUTHORIZATION AND APPROVAL FORM**

(Copies of this form, with any contracts, written agreements and club meeting minutes attached, should be filed with the School Office and the Organization.)

Name of Club/Organization: _____ School: _____

Contact Person: _____ Phone #: _____

Position in Organization: _____

Date of Request: _____ Organization's Meeting Date (of approval): _____

PURPOSE OF FUND RAISER:

FUND RAISER METHOD & DESCRIPTION (what will be sold, how will it be sold, at what function will it be sold, etc.): _____

IF FUND RAISER IS CO-SPONSORED between parent organization and student clubs, description of how the fund raising activities and funds will be divided: _____

LOCATION OF FUND RAISER (specific room, address, etc.): _____

START DATE: _____ **END DATE:** _____

All fund raisers must have the approval of the school administrator. Amphitheater District activities that are done for the purpose of fund raising must be initiated, sponsored, and recorded by one of the following groups. Fund raisers that are co-sponsored must be initiated by both groups. *Initial all appropriate:*

- A. **Authorized Student Club** (*Advisor's & Club Officer's initials required*).
We acknowledge that student clubs who sponsor a fund raiser must always deposit funds and record expenditures in the school's student account and follow the Student Activities Handbook guidelines.
- B. **Recognized Parent Organization** (*Officer's initials required*).
We acknowledge that parent organizations who sponsor a fund raiser must record receipts and expenditures in the parent organization's checking account. (*Joint fund raisers must have the appropriate initials in A and B.*)
- C. **School Site Council** (*Council Member's initials required*).
We acknowledge that site councils who sponsor a fund raiser must record receipts and expenditures in an Amphitheater donation account, and follow cash handling procedures.

All contracts have been thoroughly reviewed for clear understanding, including minimum charges and consequences of possible unsuccessful fund raiser, and have been reviewed with the school Principal.

Club Advisor/Parent Org. Officer/Council Member Signature Date

AUTHORIZATION

I have reviewed this request for compliance with District Policies and approve this activity.

School Principal Signature Date

SAMPLE TREASURERS FINANCIAL REPORT**SAMPLE ELEMENTARY PTO
Monthly Treasurers Report
For Month Ending August 31, 2004**

BEGINNING BALANCE (July 31, 2004)
\$2,500.00

INCOME (Deposits)

Date	Description	Amount
8/12/04	Membership Due Collected	\$ 250.00
8/21/04	T-Shirt Sales	430.00
8/27/04	Donation from Mrs. Jones	1,000.00
8/31/04	Interest Earned from Bank	1.50
	TOTAL INCOME	\$1,681.50

EXPENSES (Checks Written)

Date	Check No.	Payable To	Description	Amount
8/10/04	110	Albertson's	Welcome back lunch for school staff	\$ 232.00
8/16/04	111	T-Shirt Co.	T-shirts for sale	380.00
8/30/04	112	Home Depot	Bench for school	250.00
8/31/04		Wells Fargo	Bank Service Charge	10.00
			TOTAL EXPENSES	\$ 872.00

ENDING CASH BALANCE (August 31, 2004)
\$3,309.50

Outstanding Checks (Have not cleared bank)

Check No.	Payable To	Amount
111	T-Shirt Co.	\$ 380.00
112	Home Depot	250.00
	TOTAL OUTSTANDING CHECKS	\$ 630.00

RECONCILED BANK BALANCE
\$3,939.50

Copy of Bank Statement Attached

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