



Booster/PTO Information Meeting

November 8, 2021



Thank you for supporting our students!



WELCOME

You and your support is “priceless” to our students!

Thank you for providing a needed source of financial support for our students!

Each group is provided with a budget, but your contributions give our students an extra boost that helps inspire excellence!



Supplemental language that should be added to bylaws:

All sponsorships/vendors will be approved by the President of the Booster Club/PTO and/or Coach and/or the Athletic Director and/or the Campus Principal. Booster Club/PTO will not partake in any advertisements or sponsorships from any Religious, Political, Social Media Belief Groups, or Tobacco/Drug/Alcohol companies. Booster Club/PTO will respect our Community, Students, and Parents and will not partake in activities or sponsorships based on race, ethnicity, gender, disability, age, religion, or any other legally protected classification.



Fundraising Best Practices:

- 1) **Students who are fundraising should have their student ID.**
- 2) **We do not recommend door to door fundraising but if you chose to do so, be sure to get a city permit.**
- 3) **Email the communications department when you run a fundraiser so we can reassure the community it is legit if questions arise.**



General Guidelines

- Booster Club and PTOs are separate individual organizations from MISD.
- These organizations **must not** use the District's tax identification number.
- A separation between these organizations and the District must be maintained at all times. This protects both parties in case of litigation.
- District employees **may not** hold an office on the Board of these organizations and may not handle the cash of these organizations.
- Each organization is responsible for obtaining tax exempt status.



General Guidelines

- Each organization will report officers at the beginning of each school year (by September 15) and at any time there are officer changes to the District's communication department.
- Each organization must send at least one officer and its MISD sponsor to the informational meeting held by the District annually.
- Each organization must report annually by July 15 to the District's Finance Office all revenue and expenses on Schedule A found in the Booster/PTO guidelines. This will Satisfy the District's GASB Statement 39 requirements.



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***All MISD Booster Clubs
and PTOs are expected
to follow UIL
Guidelines where
applicable.***

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Recommended Internal Controls

- Spouses or family members may not hold the office of President and Treasurer of the same organization simultaneously.
- Annual budgets should be presented and voted on by the membership.
- All fund raising activities should be approved by the membership.
- Cash should always be counted by two non-related organization officers/members and deposited promptly.
- Venmo, paypal or other cash apps can be used to collect money, but they should not be used to pay expenses or reimbursements. Limited officers should have access to the cash app and the password should be changed annually or anytime a member of this group changes. District employees should **never** be given access to the account or password.



Recommended Internal Controls

- There should be at least three signers on the bank account with two signers on all checks. This provides a back up, if one signer is unavailable.
- Blank checks should never be issued.
- Cash apps should not be used for disbursements.
- Proper documentation should be required for all disbursements.
- All transactions should be reconciled monthly.
- Finances should be reported to the organization at regularly scheduled meetings.



Reporting Requirements

- Not for profits are required to file Form 990 tax returns annually.
- Organizations are responsible for filing Form w-2s and 1099s for organization employees (if any) and contracted outside services.
- Sales Tax Returns if required.





Questions?

Thank you for coming!



