



EANES ISD BOOSTER CLUB 101

An Introduction to Booster Clubs & Guidelines



September 21, 2016

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AGENDA





OUR PURPOSE



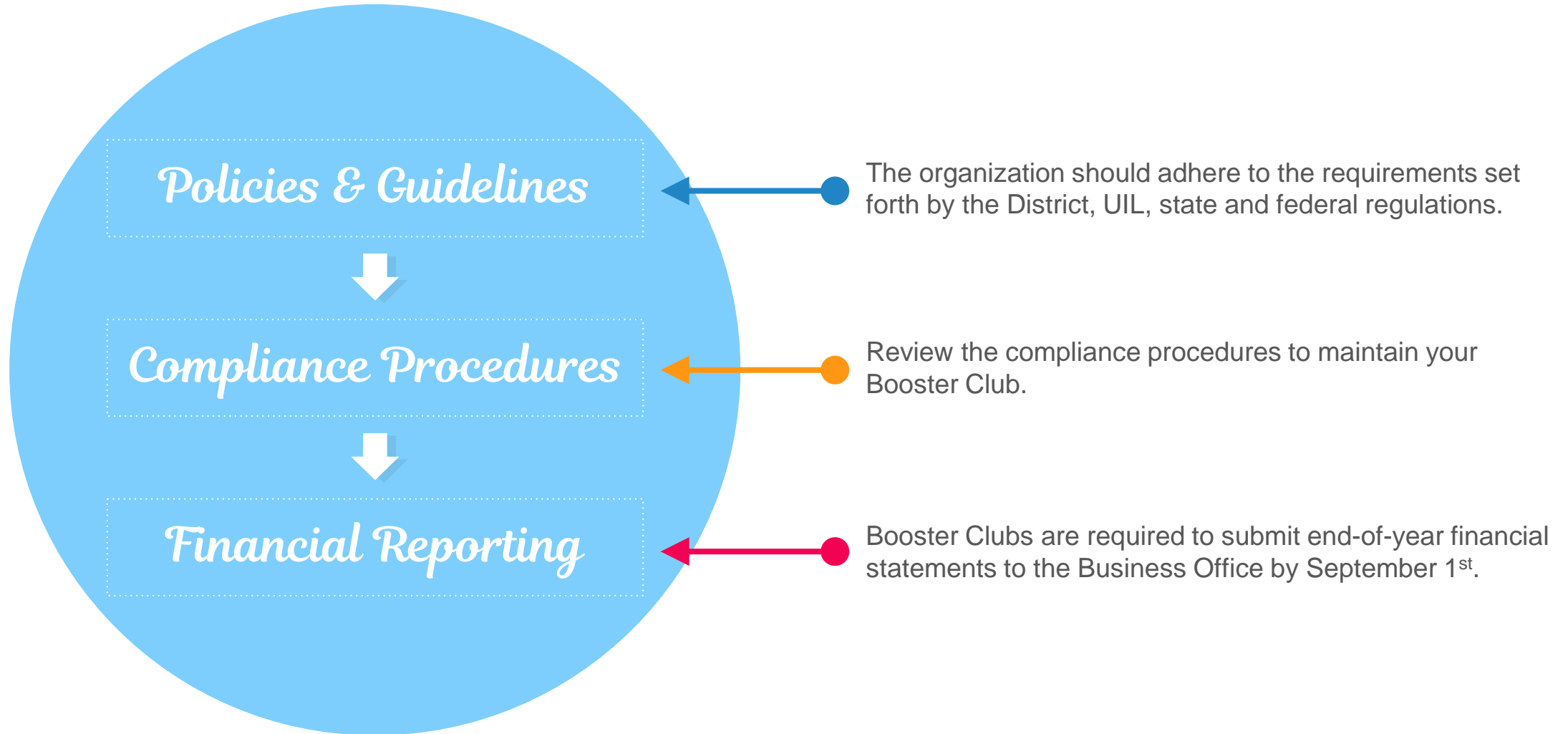
BOOSTER MISSION

at Eanes Independent School District

- We encourage the participation & involvement of parents in the education of their children. One way parents can be involved is through participation in Booster Clubs (PTO's, PTA's & Booster Clubs).
- Booster Clubs are support organizations formed by parents to promote school participation in extracurricular activities or complement a particular student group. When students participate in extracurricular activities and programs, they enrich their education and expand their horizons.
- Booster Clubs represent the school or organization they support. Therefore, it is necessary for them to follow the guidelines set forth by the District, UIL, state and federal requirements. This is done to protect our parents, patrons, and most importantly, our students.



WHAT WE WILL REVIEW:





Understanding the Handbook



POLICIES & GUIDELINES



EANES ISD BOARD POLICIES

See page 3 of the Handbook



UIL GUIDELINES

See pages 24 of the Handbook



FEDERAL REQUIREMENTS

See pages 6-9 of the Handbook



STATE REQUIREMENTS

See pages 4-5 and 10-15 of the Handbook



RECORD KEEPING

Permanent Records:



Transition from Year to Year:

- SMOOTH
- COLLABORATIVE

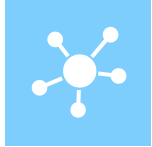




Booster Club Maintenance



FORMATION & MAINTENANCE PROCEDURES



LEGAL STRUCTURE

See page 4 of the Handbook



FEDERAL TAX INFORMATION

See pages 6-9 of the Handbook



FEDERAL EMPLOYER IDENTIFICATION NUMBER

See page 7 of the Handbook



STATE TAX INFORMATION

See pages 10-15 of the Handbook



EXEMPTION FROM STATE SALES TAX, FRANCHISE & HOTEL TAX

See page 10 of the Handbook



FINANCIAL REPORTING TO DISTRICT

See page 20 of the Handbook



FUNDRAISING GUIDANCE

See page 27-28 of the Handbook



LIABILITY INSURANCE

See page 26 of the Handbook

OFFICERS & THEIR ROLE



PRESIDENT

See page 16 of the Handbook

Typically, the president of a Booster Club is an individual who has previously been active in the organization.



VICE PRESIDENT

See page 16 of the Handbook

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



SECRETARY

See page 17 of the Handbook

The secretary is responsible for keeping accurate records of the proceedings of the organization and reporting to the membership. The secretary should ensure the accuracy of the minutes of the meetings, and should have a thorough knowledge of parliamentary law and the organization's bylaws.



TREASURER

See page 17 of the Handbook

The treasurer is the authorized custodian of the funds of the Booster Club. The treasurer receives and disburses all monies indicated in the budget and prescribed in the local bylaws or as authorized by action of the association.





Financial Reporting



FINANCIAL INFORMATION & REPORTING



INTERNAL CONTROLS & FINANCIAL INFORMATION

See pages 29-35 of the Handbook

Procedures should be established to handle:

- Accounting
- Cash Receipts
- Deposits
- Cash Disbursements
- Petty Cash
- Bank Reconciliation
- Cancelled Checks



ANNUAL AUDIT

See pages 36 of the Handbook

In accordance with Board Policy GE (Local), each organization is required to have an audit committee conduct an annual audit of the organizations revenues and expenditures.



REPORTING TO DISTRICT

See page 20 of the Handbook

Booster Clubs are required to submit end-of-year financial statements to the Business Office by September 1st each year.



QUICK REFERENCE LIST

See page 2 of the Handbook for links

Internal Revenue Service, Exempt Organizations:
1-877-829-5500

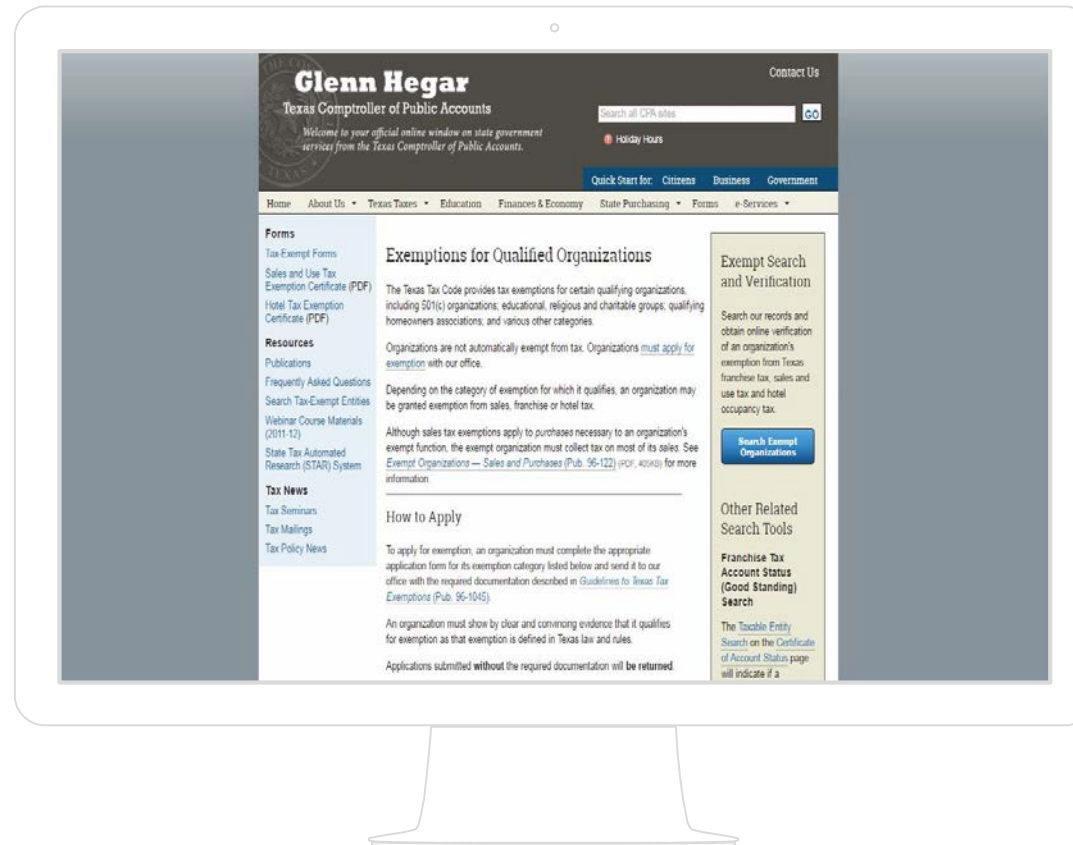
Texas State Comptrollers Office, Exempt Organizations:
1-800-531-5441, ex. 34142

University Interscholastic League:
512-471-5883

Texas Secretary of State:
512-463-5555



*If you can't find an answer online,
don't be afraid to ask questions.*





Questions?

