

AR DIBA-R Foundations/Booster Clubs and Other Organizations

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The Richland County School District One board of education recognizes that organizations such as PTO/PTA, booster clubs, foundations and other fundraising organizations perform a valuable service to the schools and financial support for school activities. The board also recognizes that some activities are important because they promote parent participation and result in increasing school and community spirit in addition to any amounts of money they raise for the school. Richland County School District One has established the following guidelines for the establishment and operation of fundraising organizations including but not limited to the PTO/PTA, booster clubs and foundations.

- Each organization will be responsible for forming a "board" consisting of parents and/or community members. The principal or assistant principal may serve on this board. Staff may also serve on this board as voting members. However, the principal or assistant principal may not be voting members. The board will make all decisions relating to the organization.
- The Treasurer/Bookkeeper will not be an employee of Richland School District One.
- Each organization will be responsible for obtaining a federal identification number and non-profit organization status for the organization.
- Each organization will be responsible for registering with the Secretary of State and follow all applicable state and federal laws and regulations (for example, IRS annual tax reporting and South Carolina High School League rules).
- Each organization will be responsible for the establishment of a bank account for the organization. The funds of the organizations will not be commingled with the funds of Richland County School District One.
- Each organization which is involved with school activities or school students will establish bylaws setting forth the purposes of the organizations and the general rules and procedures by which it will operate.
- A copy of the organization's bylaws and any revision thereof, board members and officers contact information and annual budget must be submitted to the principal by October 1st of each year.
- The organization will secure the advice and approval of the principal or his/her designee before planning any function in which students are to participate while under supervision of the school system or any fundraising activity intended to benefit the school program.
- The organization will plan and supervise all fundraising activities sponsored by its organization. The principal will coordinate each activity in advance with the leadership of the organization to make certain that these activities do not interfere with the instructional program or previously planned school-sponsored fundraising activities. The principal will be responsible for informing the leadership of the organization when he/she feels the activity is not appropriate.
- The principal or his/her designee will suggest needs of the school, including those not requiring fundraising, that are conducive to the active involvement of significant numbers of interested parents in meaningful service to the school and its students. The organization will properly account for all fundraising revenues and disbursements.

- All school personnel's expenditure request, including coaches, will have prior approval from the principal before submission to the organizations.
- All gifts, donations or items purchased by the organizations for a school or school activity use will become the property of Richland County School District One.
- All capital improvements, facility improvements and major equipment purchases will require superintendent and board approval.
- Each organization will handle the daily collections of sales to avoid using or impacting instructional time, either directly or indirectly.
- Each organization will establish its own system of collecting, depositing and disbursing funds. Some recommendations for checks and balances, but not limited to, are as follows.
 - require two signatures on every check usually the signature of the president and the treasurer
 - use financial request and reimbursement forms to pay an invoice or to reimburse for out-of-pocket expenses
 - write receipts for all funds collected/received
 - always have at least two people present to receive and count cash
 - deposit funds upon receipt or no later than the next business day
 - use tickets for cash events to help determine how much cash should be collected
 - create a finance committee that includes at least two board members that would review bank statements and all transactions on a monthly or bi-monthly basis
 - include the rules for receipting, depositing and disbursing funds as part of the organization's procedures
 - conduct annual audits with problems identified and corrective actions taken to alleviate future occurrences
 - secure fidelity bond insurance
- An employee of Richland County School District One will not conduct financial business of the organization during his/her regular work hours.
- The organization does not have the authority to direct the duties of a Richland County School District One employee.
- Individuals who actively coach or direct an athletic or music program will only serve on the board in an advisory capacity to the booster club and will not have control or signature authority over the booster club funds.
- The principal will receive a copy of the organization's quarterly and annual financial reports itemizing all receipts and expenditures.

- The bylaws of the organization will give the district the right and the authority to audit the financial records of the organization.
- Any payments to employees for services rendered must be administered through the Human Resource Department of Richland County School District One.
- Organizations that do not comply with state, federal and district guidelines will be subject to review by district's applicable school principal and the district's legal counsel.

Each organization will contact law enforcement immediately if they suspect that their account has been subject to fraudulent activity or to any improprieties.

Effective fiscal year 2015-2016, PTO/PTSA/PTA, Booster Clubs, Foundations and other fundraising organizations will enter into a Memorandum of Agreement (MOA) with the District that must be signed no later than October 1, 2015 by the chairman or President of the organization and the Principal.

The initial renewal contract periods for the MOA's will be staggered over two, three and four years.

After the initial renewal date all MOA's will be effective for three years and must be renewed no later than October 1st for another three years.

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Richland County School District One

