

Mansfield Independent School District
Booster Club and Parent Organization Checklist

The following checklist serves as a guide to help ensure that your booster club or PTO has complied with the District's Policies and guidelines and Federal and State regulations governing booster club and parent organization. This checklist is intended to be used as a guide and is not an all-inclusive list. It does not substitute for legal and professional advice from an attorney and a CPA.

Start-up: Organization

- Incorporate - TX SOS Form 202
- Obtain EINJ - www.IRS.gov
- Adopt bylaws
- Adopt financial controls
- Apply for 501 (c)(3) status - IRS Form 1023
- Apply for State sales and income tax exemption - TX Comptroller form AP-207 or AP-204

New fiscal or school year: Operations

- Elect officers
- Bank accounts - update signature cards
- Two to three authorized signers on the account
- No MISD employees may be authorized signers on the account
- Dual signature on all checks written from the organization's bank account
- Read and review the Mansfield ISD Parent Organizations and Booster Club PowerPoint
- Adopt a budget
- Approved by PTO/Booster club on ____/____/____
- Calendar-in your PTO/Booster federal and state report
- Transfer records/passwords to new officers
- Financial/accounting information
- Governance documents - articles of incorporation, bylaws, minutes
- Submit your PTO/Booster Registration and Approval form [Form B]

Ongoing operational requirements

- File required reports (know your fiscal year dates)
- IRS 990-series return (based on fiscal year end)
- State franchise tax report (if not tax exempt)
- State sales tax report (if sales are not tax-exempt)
- Report to members regularly (budget, treasurers reports, activities, programs)
- Ensure your fundraisers support your tax-exempt mission
- Maintain minutes of all board, committee and other meetings
- Maintain financial records of all financial activity (including, but not limited to, a ledger of transactions, bank reconciliation, copies of invoices and receipts, etc.)
- Review/amend bylaws, as needed
- Review/amend financial controls, as needed
- Deposit cash/checks received on a daily basis

Fundraising rules

- Fundraising activities support/benefit the students and student activities
- All fundraising efforts are within Federal, State and District guidelines
- Fundraiser application forms [Form D] are submitted to the campus Principal on or before October 1st
- Raffles may not be used as a fundraiser unless your organization has been an IRS 501(c)(3) organization. For more information on raffles go to the Texas Attorney General's website.

Expenditures

- All purchases must be approved within the organization's annual budget or minutes
- Receipts and invoices of all purchases must be retained in the organization's files

- Booster clubs supporting UIL activities are subject to UIL Booster Club Guidelines and other related UIL rules

- Purchases of capital assets must be done by Mansfield ISD with a donation to the campus from the booster or parent organization (Mansfield ISD Intent to Accept form is a tax receipt that should be received by the booster or parent organization)

End of school year (or fiscal year)

- Conduct an annual financial review
- Send the MISD Business Office a copy of reviewed financial statements and copy of the latest filed IRS-990

