Activity Sponsor Training

February 4, 2019
Agenda

- Purpose of Booster Clubs and PTOs
- Internal Controls
- Shall and Shall Not’s
- Bylaws
- Activity Funds
- Student Fees
Purpose of Booster Clubs and PTOs

- Raise funds by volunteers to support students, teachers and usually a specific campus or program.
- Booster Clubs and PTOs are separate organizations from the district. The District is not responsible for the compliance of the organization.
- Booster Clubs and PTOs play an important role in helping all Boerne ISD students be successful.
- Funds raised are supplemental to the identified programs.
Internal Controls
Organizations shall:

• Be voluntary and serve as a support organization ONLY
• Encourage involvement from parents and community stakeholders
• Use school facilities with approval by the district
• Obtain principal approval of all fundraisers
• Submit a copy of financial report to the Business Office 30 days after end of fiscal year
• Submit officer information to the District
• Submit annual budget to principal by beginning of school year
• Publish meetings – there are no closed meetings which would exclude members
• Have adequate insurance / bonding
• Pay all taxes and debts incurred by the organization
• Comply with administrative regulations, board policies, UIL, and regulatory agencies
Organizations shall **NOT**: 

- Be involved in decision or policy making activities for student groups
- Give a sponsor/coach a gift or cash in excess of $500
- Give a member any gift without the approval of club membership
- Directly employ, contract, supplement or in any way compensate workers for work performed
- Sign contracts or pay expenses directly for student travel
- Use Boerne ISD employer ID number or sales tax exempt status
- Use Boerne ISD in the name of the Booster Club or PTO
- Give cash to any school employee to use at their discretion
- Attempt to influence the sponsor, principals, or others to be a lobbying group concerning district personnel matters.
- Allow more than one member of a family to serve as an officer at the same time.
- Eliminate students from participating in activities
- Allow program sponsor to serve as a voting member
- Collect student fees
BYLAWS

- Initially submit a copy of bylaws to the district
- Address the organizational structure
- Address the methods used to elect officers
- Contain the rules of membership
- Include how meetings will be publicized and conducted
- Address the organization’s fiscal year
- DO NOT allow one person to hold multiple offices
- Address the dissolution of a booster club
Community Support

Donations

- 2015-2016: $708,586
- 2016-2017: $813,054
- 2017-2018: $774,074
ACTIVITY FUNDS

• Funds should be related to the District’s educational purpose and provide commensurate benefit to the District or its students; and

• Meet the standards of Section 52, Article III, Texas Constitution, regarding expenditure of public funds.
Campus Activity Funds  (CFD Legal, Local)

• Transactions related to a principal’s activity fund if the monies generated are not subject to recall by the school district’s board of trustees into the General Fund.

• All funds shall be left in the appropriate account and each sponsoring group shall retain the carryover funds for the next fiscal year. If an organization ceases to function or exist, the unexpended funds of the organization shall be credited to the appropriate administrative activity account.
Student Activity Funds (CFD Legal, Local)

- Accounts for student “club” funds or “class” funds.

- Designee shall ensure student activity accounts are maintained to manage all class funds, organization funds, and any other funds collected from students for a school-related purpose.

- Issue receipts for all funds prior to their deposit into the appropriate District account at the District’s depository.

- Funds shall be used only for purposes authorized by the organization.

- All funds raised by student organizations must be expended for the benefit of the students.
Student Fees (FP Legal, Local)

- Authorized Fees
  - Membership dues in student organizations or clubs
  - Security deposit for the return of materials, supplies or equipment
  - Personal physical education and athletic equipment and apparel
  - Reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned or rented by the district.
  - Fee for personal apparel which becomes the property of the student
  - Parking fees
Student Fees  (FP Legal, Local)

• Unauthorized Fees
  • Instructional materials, workbooks, lab supplies
  • Field trips required as part of a basic educational program
  • Specific form of dress necessary for any required educational program or diplomas
  • Instructional costs for necessary school personnel employed in any course or educational program required for graduation.
  • Library materials required to be used for educational courses (other than fines assessed for lost, damaged, or overdue materials)
  • Admission to any activity the student is required to attend as a prerequisite to graduation.
  • Admission to or examination in any required educational course or program.
  • Lockers
Collection of Fees

• Follows same guidelines as cash receipts for fund raisers

• Receipt and accounting must be maintained at campus level

• Records are subject to audit
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