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INTRODUCTION
Westminster Public Schools values the benefits that all parent organizations bring to our students and staff. Parent organizations include, but not limited to,

- parent-teacher organizations and associations,
- booster clubs,
- advisory councils and foundations, as a means of fostering parental involvement and fundraising within District’s schools.

All such District-recognized organizations shall work closely with their principal and building staff to establish and achieve educational (co-curricular) and extra-curricular goals of all students.

To ensure the viability of these organizations, the Board requires that all such organizations maintain legal status as required by federal and state law. Three options are available to these organizations:

1. The organization may choose District Agency Fund status (e.g. PTO)
2. The organization may choose to incorporate and seek recognition as a Section 501(c)(3) non-profit corporation; or
3. The organization may choose to become affiliated with the Colorado and National Parent Teacher Associations and acquire Section 501(c)(3) status through their affiliation with the Associations (e.g. PTA).

The organization may choose the status which best fits the needs of their organization and school community. The Financial Services Department shall develop procedures to ensure compliance with this policy.
OPTION 1
Under this option, parent organization shall:

✓ Operate as part of the District
✓ File a formal letter with the Financial Services Department indicating their decision to operate as part of the District’s Student Activity Fund
✓ Use a pooled cash account in the District’s Student Activity Fund
✓ Have no business or personal bank account associated with the organization
✓ Have a set of bylaws describing the operation of the organization
✓ Use the District’s tax identification numbers
✓ Follow District purchasing policies and procedures and have all expenditures approved by the school principal
✓ Ensure that all donations are made in compliance with Board policy KH and KH-R, Public Gifts to Schools, with all checks made out to the District or the name of the specific school
✓ Participate in a training session put on by the Financial Services Department to provide training for new officers and ensure that each organization is knowledgeable of any pertinent changes in District policy and state or federal law
✓ Complete an annual self-assessment checklist, provided by the District’s Financial Services Department, no later than June 30 each year

Under this option the District shall:
✓ Handle all the accounting, recordkeeping, and reporting for the organization, including the preparation of the fiscal year-end report
✓ Provide limited liability insurance coverage through BOCES for all volunteers and parent groups acting within the scope of voluntary duties under the direction of the school principal
  
  Note: Volunteers are not insured by BOCES for any auto liability coverage or for workers compensation.

OPTION 2 AND OPTION 3
Under these options the PO shall:

✓ Operate as a non-profit corporation, independent of the District and have control of all monies collected
✓ Have a set of bylaws describing the operation of the organization
✓ Apply for 501(c)(3) status and file an annual Internal Revenue Service Form 990 tax return. Copies of each of these shall be filed with the Financial Services Department.
✓ Have its own bank account with at least two (2) signatures required on each check
✓ Apply for and use its own tax identification number
✓ Apply for and use its own local and state sales tax license
Purchase general liability insurance that meets or exceeds the following specifications:

- The policy limit of liability shall not be less than $1,000,000 per occurrence for claims arising out of bodily injury, death and property damage.
- The policy form must include premises liability, products, and completed operations liability, personal and advertising injury liability, contractual liability, at least $100,000 damage to rented premises coverage, and at least $1000 medical payments coverage.
- The policy must be endorsed to include the District as an additional insured, with 30 days’ notice of cancelation provided to the District.
- Only occurrence policy forms are acceptable; claims-made policy forms are not acceptable.
- The District will accept policies written only by insurers legally authorized in the State of Colorado and rated by A.M. Best Company not lower than “A-VII.”
- The parent organization must file a current certificate of liability insurance, evidencing the issuance of insurance meeting these specifications, annually with the Finance Department.

Use their non-profit corporation name when entering into any contracts and permits. A designated officer of the non-profit corporation must sign all contracts and applications for permits. (No contracts or permits should be in the District or school name.)

Prepare and submit an annual financial report, including at a minimum a balance sheet and income statement, to the Financial Services Department by July 31st each year. The District is requesting a copy of the same financial report used as a measure of financial accountability with its members, as specified in the organization’s bylaws.

Either arrange for an external assessment of the organization’s financial records on an annual basis or complete an annual self-assessment checklist of their procedures and compliance with District policies and state and federal laws. In either case, the results shall be filed, along with the annual financial report, with the Financial Services Department by September 30 each year. If the self-assessment checklist is used annually, the organization shall arrange for a formal external assessment by an experienced accounting professional at least once every three years.

Ensure that all donations be made in compliance with Board policy KH and KH-R, Public Gifts to Schools.

Participate in a scheduled sessions put on by the Financial Services Department to provide training for new officers and ensure that each organization is knowledgeable of any pertinent changes in District policy and state or federal law.

**Option 2 and Option 3 Disclaimer:**
District insurance does not cover parental organizations that are organized as non-profit corporations. Furthermore, the District is not liable or responsible for the loss of their property or money or the decisions made by the non-profit corporation, its board, or its officers. The non-profit corporation is encouraged to investigate and purchase appropriate officer’s liability insurance, property insurance, and crime insurance (fidelity bond), in addition to the general liability insurance required by the District. Following the above steps should result in strong organizational management with adequate levels of accountability to the stakeholders.
Parent support groups are vital to our schools. Their function is to provide support for students and student organizations. This support is critical to providing numerous scholastic, athletic, artistic, leadership, and social opportunities for our students. A few important guidelines apply to all parent groups, regardless of which organizational avenue they choose.

**ESTABLISHMENT OF NEW PARENTAL ORGANIZATION/SCHOOL ACTIVITY**

To establish a school parent organization or a school sponsored activity consider the following:

Discuss your thoughts with the principal and president of any support groups that currently exist and discuss the following:

- What is the purpose or goal of the group?
- Can it be met by functioning as a sub-committee of an already existing group? This may be the case if your goal is a “one-time goal” - i.e. raise funds for a non-recurring trip.
- Who would participate in this organization?
- How would the group be structured?
- How might this group work to meet the goal envisioned?

After this, you should select a core group of individuals to consider the idea. Also, consider Bylaws; bylaws cover the structure of your organization.

- Who can vote?
- Who can hold office?
- What officers will exist?
- How long is the term of the officer? (Consider staggering)
- How will decisions concerning fund raising/distribution of funds be made?
- Who will collect and report on revenues and expenses?
- Who will track individual fundraising efforts, if required?
- Who will keep minutes of meetings?
- What is a quorum?
- How will these bylaws be amended?
- How will your ensure accountability to your members?

Things to keep in mind when going through a process of forming a parent group:

**Option 1 (District activity fund status)**

- No separate legal entity formation is required but must adopt internal rules/bylaws for operations.
- Deemed a District/school “organization” for most legal purposes.
- Must use District Student Activity Fund and District tax ID numbers.
- Adhere to District purchasing policies.
- All expenditures from activity fund are approved by the school principal.
- Donations are to District/school (charitable donation).
- Covered by both District school-entity liability insurance policies as well as the Colorado Governmental Immunity Act for state negligence claims (except for injuries arising out of the
operation of private automobiles). Note: not covered for Workers’ Compensation claims or auto liability.
- District handles all accounting, recordkeeping, reporting.
- Cannot use District status for obtaining raffle/bingo event license.
- Exempt from charging state and city sales tax on sales to public if all proceeds of the sale are for the benefit of a school or school approved student organization.

Option 2 (forming an independent non-profit entity).
- Separate legal entity (formed under Colorado business/corporate code).
- Federal tax-exempt status required (§ 501(c)(3)) [separate ID number required].
- Not deemed to be a District/school organization for legal purposes.
- Cannot use District activity fund – must provide own accounting.
- Need not adhere to District policies on purchasing or expenditures.
- Donations are to the separate entity and must not use District/school name in receiving donations. Must adhere to requirements for the notifying donor of the value of goods or services the donor receives in exchange for a contribution.
- Not covered by District insurance; separate insurance required by District; may be afforded some limited statutory protections (see Liability section below).
- The entity responsible for own accounting, recordkeeping, banking, reporting.

Option 3 (Joining a National or State Parent Organization)
- A “Chapter” of a “Parent” 501(c)(3)
- Must comply with all the requirements of Option 2 organizations.

COMMUNICATION (ALL PARENT GROUPS)

All organizations shall work closely with the principal and building staff to establish and achieve educational (co-curricular) and extra-curricular goals of all students. The Principal is responsible for authorizing, reviewing and reporting activities, sales of goods and fundraisers conducted by or on behalf of the school. School teachers, sponsors, and parent organizations must report activities, sales, and fundraisers to the principal.

The Parent Organization must meet with the Principal at the beginning of the school year and on a monthly basis throughout the year. During the initial meeting the Parent Organization representative should have:

- an outline of activities scheduled
- estimated budget

During the monthly meeting, the Parent Organization will have

- updated activities
- updated budget figures
- balanced financial statements including:
  - a most recent bank statement (if a 501(3)(c))
  - receipts for any expenditures, etc.
  - All financial documentation needs to be signed off by at least two officers (treasurer and one other officer).

All Parent Organizations will share the overall budget details with the Principal. It is the responsibility of all parties to schedule the meeting on a regular monthly basis.
**BUDGETING (ALL PARENT GROUPS)**

Westminster Public Schools has policies governing which activities occur and employs sponsors, coaches, or advisors who provide instruction and supervision for our students. In addition to instructing students, these employees are charged with suggesting what specific activities and opportunities will be provided to our students in each area (Girls Basketball, Junior Class, Student Council, Choir, Etc.) The principal at each site then approves the activities for a given season or year based upon the sponsor’s recommendation. The club sponsor, coach or activities director will then share the needs of the student groups with the parent support group(s).

As a district, we work hard to ensure similar opportunities at similar schools (all Middle Schools for example) and, therefore, attempt to keep the school-sponsored activities budget very similar by activity and by sport. For example- the swim team experience and opportunities a child has at Hodgkins should be similar to the opportunities a child would have at Fairview. We also realize that our parents are busy and have limited time and resources to devote to our programs. We keep these thoughts in mind as budgets for each activity are created, and fees are set.

**OVERVIEW OF INTERNAL CONTROLS (ALL PARENT GROUPS)**

In general, organizations need reasonable internal controls to safeguard the assets of the organization. Consider the steps necessary to ensure that funds and those handling funds are protected. Questions to consider are listed below.

- How will we ensure that all the funds are deposited into accounts correctly?
- How will we, as a group, determine that funds should be expended?
- How will we ensure that we are spending our funds wisely?
- How will we keep our cash and our checks safe?
- How will we ensure that the person expending the funds is working according to the groups wishes?
- How will we ensure that we are working in concert with the school?

**RECEIVING AND DEPOSITING FUNDS (501 (3)(C))**

Parent Organization operating under option one must adhere to the District’s cash handling and deposit guidelines. Please refer to the Finance Manual for guidelines.

Similar guidelines apply to Organizations under Option 2 and Option 3. See details below.

**Cash**

- Cash receipt forms should be used for all funds received. A cash receipt form should include the following:
  - Date of receipt.
  - Person, Agency or company the funds were received from.
  - Amount received.
  - Purpose for which the money was collected.
• It is the personal responsibility of the individual making the collection of the funds to assure the accuracy of the amount collected. You may attach multiple receipts to one large deposit.

• When large amounts of money are being received, two people should count the cash together. When making deposits always double count the money and document on a cash deposit form the type of cash received (the number of $10 bills, the number of $20 bills and so on). Large amounts of money should be deposited in the bank immediately.

Checks

• All checks should be made out to the organization and not any individual member or school.
• Attach to the check the same information listed above - the date and the purpose of the receipt of funds. Always write “for deposit only” to the credit of your organization (for deposit only, Baker Parent Group Account) as soon as possible. Fill out deposit slips as shown on the Cash Deposit Form. Document the deposit in your checkbook immediately.

Deposit of Funds

• Cash and checks collected should be deposited promptly, at least once per week.
• Large amounts of money (generally if the sum accedes $1000) should be deposited in the bank immediately. If the cash is stolen, remember that it will be difficult to explain to the students and parents that all their time and effort to raise the money has been for nothing. It will lead to an independent investigation by school officials.
• Only the persons authorized to deposit the funds should perform the duty.
• Bank deposit slips should be prepared in duplicate. The original is given to the bank, and a copy is maintained by the treasurer.
• All deposit slips should list the checks separately.

CHECKING ACCOUNTS (501 (3)(C))

If your parent organization chooses to handle your own checking account, it must become a 501(c)(3) exempt organization.

Most banks require a social security number or federal tax identification number to open an account. Since the school district does not control the funds your organization will raise, you will need to secure your own tax identification number. The district’s tax identification number cannot be used unless you choose to have the district hold and disperse all funds for you. In this event, your organization will be subject to all District Policies and Procedures.

Consider having four or more people with the ability to sign checks and requiring two signatures on each check. The proper signature authority might be the president, vice-president, treasurer, and secretary. We strongly suggest you consider having two people sign each check to safeguard your treasurer. Also, consider having a check request form, requiring backup for all checks, as well as determining what sort of “action” should be taken by the organization prior to having a check released (“action” such as board minutes, a vote, a general consensus).
**RECONCILING THE BANK ACCOUNT (ALL PARENT GROUPS)**

Reconcile your account as soon as possible after receiving your statement from the bank each month.

- Compare the amounts of the deposits listed on the bank statement to the amounts listed in your checkbook. Check off the deposits and document the corrections in the checkbook, if any are needed.
- Compare the amounts of the checks that have cleared the bank to the amounts listed in your checkbook. Check off all checks that have cleared the bank.
- Note and add to your checkbook any checks that are not logged in your register.
- Having either deposits or checks not recorded in your check register is a serious concern. All financial transactions should be recorded accurately. This safeguards the treasurer as well as the organization.
- Note the bank balance at the top of a sheet of paper, or on the back of your bank statement (on the form provided for the reconciliation).
- Adjust this balance for deposits made after the date of the statement, and checks written but not yet cleared. This number should agree to your bank balance.

**REPORTING TO YOUR ORGANIZATION (ALL PARENT GROUPS)**

On a monthly or quarterly basis, you should provide your membership with a summary of expenses and revenues for the period. Note that the amount you show in available cash should equal the amount in your checkbook, which you have reconciled to your bank statement.

If you have a more complex organization, you may need a balance sheet. A balance sheet is simply a listing of assets, liabilities, and organization equity.

The most common item on a balance sheet in addition to cash in a checking account is cash held in a long-term account or Certificate of Deposits. Organizations should place unneeded cash in a separate account or investment to earn interest on the funds in excess of the amount that could be earned on the checking account, and to safeguard excess cash. As a general rule, you do not want to have excessive amounts of cash in your checking account that will not be needed for six-months or a year.

Other assets may include:
- Funds held for use by specific children
- Funds not in your checking account or other accounts listed on your balance sheet.

Liabilities
- Amounts in the checking account or other, designated for particular use or held for specific children.
- Invoices that have not been paid for merchandise being sold for fundraisers.

Retained Earnings
- Amount left over after you subtract the liabilities from the assets.
TRACKING INDIVIDUAL FUNDRAISING EFFORTS (ALL PARENT GROUPS)

From time to time parent organizations have fundraising activities for one-time purposes such as field trips. When fundraisers are held for specific purposes, they must be accounted for on an individual basis and not commingled with other funds.

If your organization wishes to allow students to raise money for a single purpose event, please consider the following.

- Prepare a budget for the anticipated expenditures for this special event. This will determine the amount of the funds that must be raised. If you are going to ask the students to contribute some fee for the trip, that should be factored in the amount that needs to be raised.
- Determine as a group how individual students will earn funds.
- The association should put the proposal in writing and have the organization members vote on the proposal.
- Determine who will track the progress of each student and be accountable for the collection and recording of the collected monies.
- To provide accurate accounting of the funds received, you may wish to use a separate set of books, or establish a savings account at the local bank, or use a separate account if the District’s Activity Fund account is being used.
- Funds should be deposited weekly so that large amounts of cash are not on hand.
- The total of these earnings being held by the organization must agree to the amount shown on the balance sheet prepared each month. The total amount earned and deposited and/or not deposited is an asset on the balance sheet. The total amount is also reflected as a liability to the students.
- Should the special event be canceled, the funds would be returned to the students unless it is agreed to use the funds for some other educational event.

KEEPING YOUR RECORDS SAFE (ALL PARENT GROUPS)

- Minutes should be kept of each meeting and signed by the secretary. These minutes should be approved at the following meeting. They provide the rationale for most expenditures.
- Your records should be kept in an orderly fashion. File your request for checks in order by check numbers issued, your canceled checks with your bank statements, and your deposits with your monthly statements. Also, keep signed copies of meeting minutes. Keep all information for seven years.
- As the officers of your organization will change as students exit schools, you should have a “how to” guide as follows:
  - For all officers:
    - a copy of the by-laws
  - For the President and Vice President:
    - the election term of the officers
  - For the treasurer:
    - A list of check signers
    - Bank account number and bank name
    - Records from the prior seven years
    - Blank checks and deposit tickets
    - Forms as needed for transactions
    - Names and phone numbers of former treasurers
    - A “how to” manual
    - Reconciled bank statements

All transactions, including disbursements and deposits must be supported by property documentation — who, what, where and when.
For the secretary:
- Minutes and by-laws
- A calendar of events normally held by the organization
- A duplicate copy of all items listed above

Some organizations become quite large, with many assets. For organizations in this size range, the treasurer should maintain a listing of all assets. Assets should be checked out for use and then returned. Many organizations have lost assets as officers and members change.

**AUDITING OR REVIEW OF FINANCIAL RECORDS (ALL PARENT GROUPS)**

Parent organizations that conduct business under Option 1 must complete a Self-Assessment Checklist on an annual basis. Since the District handles all accounting and record keeping for the organization the organization must adhere to all District policies and guidelines.

Option 2 and 3 organizations should have someone with expertise in accounting review or audit your books every year. The auditor must complete the External Assessment Checklist and forward it to the Finance Department with a copy of the written report. The original report should be forwarded to the organization.
USEFUL FORMS AND ADDITIONAL INFORMATION
Internal Control Highlights and Suggestions for Incoming Officers of Parent Organizations

I. Items of review for Incoming Officers and Board Members

Should obtain financial records and other materials from the outgoing executive board. Including:

- Monthly financial statements (balance sheet and income statement) for the past 12 months
- Bylaws-most recently amended, if applicable
- Articles of incorporation - most recently amended, if applicable
- Minutes of meetings, if any
- Monthly treasurer/financial reports
- Checkbook
- Bank deposit slips
- Bank statements and corresponding reconciliations
- IRS documents
  - Federal Employer Identification Number (this is already on the 990)
  - IRS 990 reports for the past two years
  - Copy of the IRS determination letter, granting 501(c)(3) status
- Colorado Secretary of State documents
  - Annual renewal of Articles of Incorporation with the Colorado Secretary of State
  - Most recent Colorado Charitable Solicitations License renewal
- Current liability insurance policy

Ideally, the financial records should have been audited or at the minimum reviewed by an experienced accounting professional.

II. Tasks for the Incoming Officers and Board Members

File new signature cards at a bank approved by the executive board.

- The outgoing board treasurer should not pay bills after the books are closed for audit/review.
- Require two signatures on all checks
- Authorized signers should not be related by blood or marriage or reside in the same household

Prepare an annual budget.

III. Suggested Internal Controls

Double entry accounting system, such as Quickbooks or Peachtree, should be used to record all financial transactions.

ALL money received must be:

- Received and counted by two people
- All involved in counting money must verify the total and sign a verification form
- Numbered receipts should be prepared (A receipt should be prepared for all money received)
- Deposit ALL money in the approved Parent Organization bank account within five banking days but ideally within two days.
- DO NOT keep money at home
- Arrange for night deposit at the bank
- Consider a police escort if the sum of money is large
○ Keep copies of all receipts and deposit slips
○ Record transactions, immediately, within the financial records

Pay ALL bills by checks. Never use cash.
○ All checks should be approved by dual signatures
○ Blank checks should never be pre-signed. Sign only checks that have been filled out completely and have supporting documentation.
○ Checks should have the following wording:
  “VOID IF NOT CASHED WITHIN 90 DAYS” and “TWO SIGNATURES REQUIRED”
○ All checks written must be supported by proper documentation – the documentation should indicate “who,” “what” and “when” for each transactions.
○ The payment approval function, the accounting function, and the check-signing function should be handled by three separate people, whenever possible.

Check register and bank statements
○ Show the current balance in the checkbook at all times
○ Reconcile bank statements immediately upon receipt
  ▪ The bank statement reconciliation should be received and reconciled by a Parent Organization officer other than the treasurer or person writing checks
○ Resolve any conflicts in the bank statements
○ Retain bank statements and canceled checks for seven years, including the current year

The Parent Organization Treasurer must submit a treasurer’s report to the parent organization membership on a regular basis. At a minimum a treasurer’s report should contain a balance sheet, an income statement and a detailed ledger report.
Option 1
Parent or Booster Club with District Student Activity Fund Status
Self-Assessment Checklist

- Is your organization operating as part of the District?
  YES__________ NO__________
- Did the organization file a formal letter with the Financial Services Department indicating the officers’ decision to operate as part of District’s Student Activity Fund?
  YES__________ NO__________
- Is your organization using the pooled cash account in the District’s Student Activity Fund?
  YES__________ NO__________
- Does the parent organization have any business or personal bank accounts associated with this organization?
  YES__________ NO__________
- Does your parent organization have a set of bylaws describing the operation of the organization?
  YES__________ NO__________
- Are your organization’s current bylaws filed with the Financial Services Department?
  YES__________ NO__________
- Are appropriate members of your organization following District purchasing policies and procedures and have all expenditures approved by the school principal? (Board Policy DJB and DJB-R.)
  YES__________ NO__________
- Does your organization receive written authorization for all activities sponsored by the parent group from the school principal?
  YES__________ NO__________
- Are all donations made in compliance with Board Policy KH, Public Gifts to Schools, with all checks made payable to the District or the name of the specific school?
  YES__________ NO__________
- Did officers of your parent organization participate in the annual training session conducted by the Financial Services Department?
  YES__________ NO__________
- Please complete this annual self-assessment checklist and annual financial statements, including balance sheet and income statement. Please forward the checklist and financials to the Financial Services Department by September 30th.
- Please provide current officers names, phone numbers and email addresses.
  President name__________________________________________________________
  phone #________ email address______________________________________________
  Vice President name______________________________________________________
  phone #________ email address______________________________________________
  Treasurer name__________________________________________________________
  phone #________ email address______________________________________________
  Secretary name___________________________________________________________
  phone #________ email address______________________________________________

Preparer’s Name________________________________________ Title________________________
Phone No.________________________ Email__________________________
Signature________________________________________ Date Submitted____/____/______
Parent or Booster Club or Foundations with Nonprofit and Tax-Exempt Status
Self Assessment Checklist

- Is your organization operating independently of the District and have control of all monies collected?
  YES__________ NO__________

- Does your parent organization have a set of bylaws describing the operation of the organization?
  YES__________ NO__________

- Are your organization’s current bylaws filed with the Financial Services Department?
  YES__________ NO__________

- Does your organization have its own bank account with at least two signatures required on each check?
  YES__________ NO__________

- Does your organization have Colorado Nonprofit status? Please provide a copy of your current certificate to the Financial Services Department.
  YES___________ NO__________

- Does your organization have its own state sales tax exemption number?
  YES__________ NO__________

- Does your organization have its own local and state sales tax license?
  YES__________ NO__________

- Does your organization have IRS 501(c)(3) tax-exempt status? Please forward a copy of IRS 501(c)3 determination letter.
  YES__________ NO__________

- Does your organization have its own federal tax identification number?
  YES__________ NO__________

- Does your organization file an annual IRS Form 990/990ez tax return? Please forward the most recent 990/990ez tax return.
  YES__________ NO__________

- Has your organization purchased the general liability insurance? If yes, please forward the certificate of insurance to the Financial Services Department, attention Tatyana Glushko (303-657-3810).
  YES__________ NO__________

- Does the organization’s treasurer submit a treasurer’s report, including balance sheet and income statement to the organization’s membership on a regular basis?
  YES__________ NO__________

- Has your organization’s treasurer prepared an annual financial report, including a balance sheet and income statement and filed the financial reports with the Financial Services Department?
  YES__________ NO__________

- Are all donations made in compliance with Board Policy KH, Public Gifts to Schools, with all checks made payable to the District or the name of the specific school?
  YES__________ NO__________

- Did officers of your organization participate in the annual training session conducted by the Financial Services Department?
  YES__________ NO__________

- Has your organization officers either arranged for an external assessment of the organization’s financial records on an annual basis or completed an annual self-assessment checklist of their procedures and compliance with District policies and local, state and federal laws?
  YES__________ NO__________

- Please complete this annual self-assessment checklist and forward the checklist and required documentation to the Financial Services Department September 30.

- Please provide current officers names, phone numbers and email addresses.
  President name_________________________ phone #________________________ email address______________________________
  Vice-President name______________________ phone #________________________ email address______________________________
  Treasurer name_________________________ phone #________________________ email address______________________________
  Secretary name__________________________ phone #________________________ email address______________________________

Name of organization/association______________________________________________________________
School/Location Name______________________________________________________________
Preparer’s Name_________________________Title________________________________________
Phone No.________________________________Email____________________________________
Signature________________________________________________________________Date Submitted___/___/_______
**GENERAL MATTERS**
The IRS determination letter is on file with the school district.

A copy of the organization's articles of incorporation (as amended, if applicable) is on file with the school district.

A copy of the organization's bylaws (as amended, if applicable) is on file with the school district.

**ANNUAL REQUIREMENTS**
Annual Form 990 return has been timely filed with the IRS.

The annual report has been timely filed with the Colorado Secretary of State.

Annual charitable solicitor’s donation license has been updated with the State.

Annual donor contribution letters have been mailed to contributors by Jan 31 of the ensuring year.

Colorado Bingo and Raffle License is current.

Current liability insurance is in compliance with Board Policy KBE-R.

**ACCOUNTING AND FINANCIAL MATTERS**
A double-entry accounting program (such as QuickBooks or Peachtree) is used to record all transactions of the organization.

All bank accounts require at least two signatures.

All bank account signers have been updated with the bank.

All monthly bank reconciliations have been performed (review past 6 months).

The duties of signing checks and making bank transfers have been segregated from the accounting duties.

Monthly financial statements have been presented to the organization's governing body (review past 6 months).

**SPECIAL EVENTS**
At least two volunteers are required to work ticket sales booths.

A final count of beginning cash, cash received and ending cash is performed and signed off on a tally sheet by at least two volunteers (review at least one special event from the past 12 months).

All special event tally sheets are reconciled to the eventual bank deposit.

**VOLUNTEER REIMBURSEMENTS AND PETTY CASH**
All receipts must be presented and accounted for before petty cash is replenished (review past 6 months).

All receipts and mileage logs must be presented before volunteer reimbursements are paid (review past 6 months).

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Please note any comments on reverse side of this document.
Comments: