## LITCHFIELD ELEMENTARY SCHOOL DISTRICT #79 REQUEST FOR BOARD RECOGNITION OF AFFILIATED ORGANIZATION School Year: \_\_\_\_\_\_

Organization in	<u>tormation</u>		
Name of Organi	ization:	Federal EIN#	
Main Contact			
Name:		Title:	
Phone:	Cell:	Email:	
Secondary Cont	tact		
Name:		Title:	
Phone:	Cell:	Email:	
<b>General Fundra</b>	ising Information		
School Benefitir	ng:		
Type of Fundrai	sing:		
Monetary Goal	(annual):	Student Fundraising Involvement Anticipated: Yes / No	
If yes, in what m	nanner:		
<ul> <li>IRS Dete</li> <li>Most Re</li> <li>Annual A</li> <li>If not red</li> <li>If reques</li> </ul>	of Incorporation (if new) rmination Letter (if new) cent Tax Return filed with Audit Report (performed a questing to be covered un	the IRS t the end of the school year-should match tax return) der the District's insurance, Certificate of Insurance (Liability and Bonding) the District's insurance, Financial Statements – Balance Sheet, Year-to-Date	Income
Certification			
		NO Two Signatures Required? YES NO	
By-laws Review	ed Annually? 🔲 YES 💄	NO Budget Plan in Place? YES NO	
1		, representing,	
		r Affiliated Organizations. The documents mentioned in the guidelines ation Members, as appropriate.	will be
Signature		Title Date	
I		Principal, will attend the monthly meetings, approve funds mentioned in the Guidelines for Affiliated Organizations. I will because	raisers,
		s mentioned in the Guidelines for Affiliated Organizations. I will bed obtain financial records.	ome a
Signature		 Date	

## **iUIDELINES FOR AFFILIATED ORGANIZATIONS (ORGANIZATION)**

iffiliated Organizations are organizations that work closely with the school. The Organizations may be involved in activities uch as, but not limited to: planning and/or running school related activities, educating parents, providing staff appreciation ctivities, raising funds for school items.

- Establish officers of the Organization.
- Develop and adopt Organization By-Laws.
- Develop annual goals and budget plan for the Organization. Plan activities based on the goals and budget.
- Obtain liability and bonding insurance, if not requesting coverage under the District's insurance.
- File Request for Board Recognition of Affiliated Organization at least two weeks prior to the first Governing Board meeting of the school year.
- Obtain Principal's approval for fundraising activities using the District's Fundraising Request Form.
- Supervise students assisting with the fundraising.
- Follow the District's Community Use of Facilities Handbook when using the District's facilities.
- Bank account(s) is (are) in the Organization's name and federal EIN.
- Checks are required to have two authorized signatures. Debit/credit cards are NOT used.
- A monthly financial report, containing the following information, is prepared by the Treasurer after the receipt of each bank statement.
  - Listing of revenue sources.
  - Listing of expenses which includes date, check #, payee, description of expense, and amount.
  - Cash balance on this report reconciles to the bank statement ending balance.
- The monthly reconciliation and bank statement are to be reviewed, initialed and dated by a second officer prior to the monthly financial report being presented to the Organization's Board.
- The financial report is presented at the monthly meeting and attached to the minutes. A copy of the monthly financial report is available to Organization's Board Members and Members upon request.
- Minutes are produced for each Organization Board and/or Membership meeting, distributed to Officers/Members and maintained permanently.
- No District employee has any role in cash handling, money management, or functions related to the Organization's finances.
- The Organization does not pay District employees for services.
- Federal and state tax returns are prepared and filed timely, when required. A copy is permanently maintained.
- If the Organization is not under the District's insurance, the financial records are audited annually by an independent third party. The audit report is available to members upon request.
- If the Organization is covered under the District's insurance, all financial records will be presented to the Executive Director of Finance at the end of the school year and within two weeks of any additional request.