



UISD Parent Organizations

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[Roles and Responsibilities]

- Parent organizations are independent of UISD and should obtain their own identification number, they should not use the district's federal identification number.
- District liaison is the campus principal, or in cases of booster clubs, the principal may designate the sponsor.

[Guidelines]

- UISD Parent Organizations Handbook has been updated and is available in the UISD web site at www.uisd.net under Internal Audit Dept.
- Handbook available in Spanish
- Booster Clubs should follow UIL guidelines
http://www.uil.utexas.edu/policy/booster_clubs.html

[Accounting Procedures]

- Establish own bank account
- Deposit timely – minimum of 2 people should count funds
- Disbursements should be made via checks with signatures of 2 officers
- Monthly Treasurer's report

[Accounting Procedures]

- Establish audit committee to review records annually
- Donate funds to the school and have them use tax-exempt status and for accountability of funds, *i.e. vendor going out of business, use reputable vendors*
- Consultants paid by parent group should follow district guidelines for contracts, criminal background checks, approvals.

[Fundraisers]

- Obtain approval of the campus principal prior to holding a fundraiser to ensure:
 - No conflicts exist with other clubs having a similar fundraiser.
 - Use of district facilities.

[Fundraisers]

- Maintain accountability of inventory
- Have at least 2 individuals count money
- Deposit timely
- Analyze profit and report to entire group (transparency)

[Charitable Raffles]

- *UISD is not qualified to hold raffles.*
- Charitable Raffle Enabling Act – only a qualified nonprofit organization may conduct raffles.
- Bingos and raffles are not allowed on district property.

[Tax Information]

- www.irs.gov to obtain a federal ID number (Form SS-4)
- State Comptroller for sales tax ID number 1-800-252-5555
- IRS tax exempt status IRS Form 1023, and Publication 557

[Other]

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