

Starting a Parent Organization

___ Contact for assistance or support

- PCSB Internal Accounts
519-3781

___ Apply for Employer Identification Number (EIN)

- www.irs.gov see online services for EIN applications

___ Apply for 501(c)(3) status with Internal Revenue Service

- www.irs.gov see Charities and Nonprofits for 501 (c) (3) and 1023 application
- One time fee currently \$400.00 or \$850.00 and based on proposed income.

___ Bylaws

- Include: address, how to dissolve (required votes etc. notices to members)

___ Apply for state sales tax Consumer's Certificate of Exemption DR-5

- Apply through Florida Department of Revenue (www.myflorida.com Department of Revenue) Groups must only use the certificate of exemption for their legal group name

___ Open external bank account

- Required documentation
 - Meeting minutes on letterhead including official inception of association, including name of officers (elected or appointed) include two letters, one on school's letterhead, one on group's letterhead
 - Employer Identification Number with name of association or, club or organization.
 - Driver's licenses of authorized check signers (to make a copy that will be kept on file at the bank).
 - Authorized signer appear in person to sign applicable paperwork.

___ Obtain insurance (required per PCSB policy)

- AIM (www.aim-companies.com) provide EIN, proof of 501 (c)(3) status bylaws, etc.

___ Reports

- Ensure group is aware and completes
 - Fundraiser approval (00828) and Report (00829) Forms with approval and signature of principal for every fundraiser
 - School District Annual Financial Report Form (AFR Form 00830) *balanced to final checking and savings statements for the year
 - IRS filing requirements Most groups must report every year, regardless of the amount of income collected. The Annual Financial Report does not fulfill this requirement.
 - Backup documentation is required for any payments to the principal or other school employees including cash withdrawals or checks made payable to cash

Maintaining a Parent Organization

___ Bylaws are current

___ Proof of insurance matching groups legal name

___ Proof of reporting annual income to Internal Revenue Service

___ Current valid Consumer's Certificate of Exemption DR-5 reflecting the official and legal group name

___ Fundraiser Approval (00828) and Report (00829) Forms with approval and signature of principal for every fundraiser

___ Annual Financial Report is kept on file at school (*balanced to final checking and savings statements for the year)

___ List of Board Members and agendas

___ Verify group is not or rarely uses Internal Trust accounts. Keep copies of Purchase orders and Invoices to donor to document expenditures

___ Supporting documentation for any payment/or reimbursement to the principal or other school employees.

___ Ensure that staff doesn't collect or handle funds from external organizations during normal work day. Internal Accounts Manual Policy 1.001(8).

___ Proof of documentation of donations of \$500.00 or more on Agenda (Internal Accounts Manual Policy 1.003).

Dissolving a Parent Organization

___ Approval to dissolve (refer to group bylaws)

___ Notification to IRS

___ Someone needs to file

___ Close bank accounts – refer to bylaws

___ Records – refer to bylaws for handling financial statements, minutes, tax certificates, charter certificate, etc.

___ Insurance – Cancel Liability insurance