

## May 23, 2016 PRUBO meeting – PRHS Room 50 LGI

**Attendees:** Lurrene Parker, Linda Metzmaier, Kevin Rihn, Penn Krause, Mike Lang, Dan Mullen, Kristin Kelly, Gayle Hall, Dawn Nudi, John Baxter, Mary Haider, Carrie Zvejnieks, Jennifer Doyle, Jodi Mann, Susan Vigna, Rick Shulkosky, Laura Pavlecic, Mike Briggs, Melissa Batykefer, Greg Staresinic, Chris O'Neil, Mary Hansen, Roxanne F, Charles Qian, Lisa DeFoggia

2 handouts were available.

1. 3 new groups were approved under the Group Exemption: PR PAGE, PR Choral Boosters, & PR Ice Hockey.
2. Review of Fiscal Year ending Tax documents.
  - a. Booster Audit due 9/2/16 to the school
  - b. State filings for 14-15 due by 6/30/16\*
  - c. Policy 915 Requirements due to PRUBO 9/2/16 for school board review 9/16/16
  - d. Complete tax filings due by 11/15/16 to the IRS (PRUBO requesting completed by Mid Sept.)
3. All Information from the meeting is available on PRUBO website – <http://www.pinerichland.org/Page/5990>
  - a. Booster Organization Information
  - b. PRUBO Information
    - i. Financial Notebook & Guidelines incl. statement templates and details
    - ii. Tax form samples
    - iii. Small games of Chance details and presentations
4. Booster Audit details (due by 9/2/16)
  - a. Send complete Audit packet to the school:
    - i. Mrs. Morrissey, Athletic Office if you are a sports Booster Group
    - ii. Mrs. Bowman – Activity boosters
  - b. Checklist on back of the handout (and via the link above)
  - c. Audit complete by a CPA or 3-5 members of your group NOT on your board
  - d. Board members/ treasurer should be available via phone or close by to answer questions, but not directly involved with the audit.
5. \* State Filings (New this year). We need to apply for '14-'15 year (due by 6/30/16) as well as '15-'16 tax year (due with Federal taxes)
  - a. \*If you are one of the three new groups listed in #1 you only need to apply for the '15-'16 tax year.
  - b. Attach a copy of last year's 990 tax filing to the completed document in packet (or located on website) "Annual PA State Notification"
  - c. Mail to the address on the PA state form.
  - d. This form will also need completed again for the '15-'16 tax year after your '15-'16 taxes are complete.
6. PRSD Policy 915 Requirements (due 9/2/16)

- a. Amended bylaws need sent into the school (there should include the changes made in October of last year – Include Amendments)
  - b. Bank name, address
  - c. Audit Copy & Sign off/Recommendation page
  - d. Approved Fundraiser list (see form on website explaining requirements)
  - e. Listing of Officers
7. Advertising policy has been updated. Policy 913.1 – this is very vague. Admin is using Administrative Regulations (AR) attached to policies that contain are more information regarding some policies. Lisa is looking for a way to manage these update so she can keep the boosters in the know. Currently, the AR's are not searchable in the PR system. Please refer to the Policies section of the Booster tab on the district website.
8. A discussion regarding dual signings was brought up.
  - a. Most groups in bylaws default to \$250 as the minimum requirement on a check for dual signatures. This varies by group – please consult your bylaws for compliance.
  - b. Online checks - please consult your banks. It was discussed that this can be achieved with dual signatures by saving and attaching the required email approvals to the checks for audits.
9. Concessions – the latest update is that the district may be re-approving the Pepsi Contract for 2016. We do not have an answer yet as to whether the district will continue to order food and drink for the booster groups. For now, continue as business as usual for fall sports unless you hear otherwise.