

PRUBO Meeting Minutes - October 16, 2017

Attendance: Please see attached sign-in sheet

Thank you all for attending. 22 out of 26 groups were in attendance. Several groups had play-off games.

PRUBO Update - 2017-2018 - Budget, Officers and annual fee for each group (It's only \$10 per group this year!)

The PRUBO budget was distributed (see attached) and briefly discussed. The only expense is liability insurance. The fee for each group for this fiscal year is \$10. The check should be made payable to PRUBO and mailed to:

Rick Shulkosky
PRUBO President
508 Cloverdale Court
Wexford, PA 15090

NOTE: During or since the meeting checks have been received from:

- PSSG
- Cheerleading
- Girls Ultimate

PR School District Policy Updates - Policy 915 was updated this past summer - I will highlight the key changes that matter most to you!

The latest Pine-Richland School District Policy 915, dated July 14, 2017, was distributed and discussed. See attached. Some of the major changes and several other items were discussed as follows.

- The use of debit cards is prohibited.
- Two signatures on checks over \$250 are required and "bonding of the Organization's treasurer".
- Organizations cannot use the district's PA tax exempt number for purchases. They must get their own.
- A general liability policy is provided by the school district for activities using district facilities or sponsoring activities involving district students.
- A Small Game of Chance license is required for certain fundraising activities

As a result of this discussion, the booster groups asked to get further clarification on exactly which insurances they should, or must, have including an explanation. This issue needs to be discussed with the school district.

The booster groups requested information on how to obtain their own PA tax exempt number.

Booster Group Fundamentals - what should I be doing as a leader of a booster group - by-laws, insurances, taxes, etc.

The booster groups requested a clearer explanation (in laymen terms) what they need to do to meet the Policy 915 requirements. This should be part of the Policy 915 Checklist.

A good source of information is the Financial Notebook assembled by PRUBO. This can be found on the PRUBO website at the following links:

<https://www.prubo.org/>

<https://www.prubo.org/financial-notebook/>

PRSD Policy 915 Submission - I am still tallying who has completed theirs and I think most groups have. Any groups still owing theirs will be notified by Monday.

Several groups submitted a copy of their documents for PRUBO at the meeting. Any groups still needing to submit their information will be notified.

Federal Tax Return (Form 990) and PA State Charity Filing - Did you file yours yet? If not, we'll review the various forms and how to go about it. The clock is ticking to get yours done.

Multiple groups still need to submit a copy of their tax filing. The Federal deadline to submit the group's tax return is November 15, 2017.

After you file your Federal return, the PA State Charity Filing form must be filed. A copy of the form can be obtained from the following link.

NOTE: Only the first three items must be completed and then the signature area at the end. No payment is required.

http://www.dos.pa.gov/BusinessCharities/Charities/RegistrationForms/Documents/Registration%20Forms/purely_public_form.pdf

PA Sales Tax Exemption - did you know you have to file to get your own sales tax exemption ID? Your Federal ID is not the number and you can't use the school's ID. Let's discuss.

As noted above, the groups would like more information on how to obtain their own PA tax exempt ID.

Concessions - every group handles concessions differently - what's new? What are you doing that could help others? Outsourcing it? Cost-effective purchasing of supplies?

Briefly discussed how football is outsourcing their concessions. Groups must file the concession form with the school district, as needed. Care should be given to food handling procedures.

Advertisements and Sponsors - a great way to get extra money for your group. The extreme is football (been to a home game lately?), but you too can benefit. Let's discuss what you are doing to share ideas.

Briefly discussed how Boys Basketball assembles a Game Day program including ads from various sponsors. Boys Soccer outsources a similar activity to a company called Game Day. They do all the work and give a kick back to Boys Soccer.

Accounting - the dollar size of the groups vary and handling the money can be simple to relatively complex. Are you using notes, spreadsheets or on-line accounting? Let's discuss what you are doing to share ideas. Boys Basketball implemented Quick Books On-Line two years ago and it has greatly simplified the accounting. Since I have been the treasurer for Boys Basketball, I will conduct a demo of QB On-line after the meeting for anyone who wants to see it. This does assume I can get an Internet connection.

We did not have time to do a demo of Quick Books On-Line. Please feel free to contact me to set-up a private meeting to review.

Respectfully submitted,

Rick Shulkosky
PRUBO President
October 30, 2017