

PRUBO Spring Meeting

5/21/2018

Attendees: Rick Shulkosky (Boys Basketball), Lisa Gaffey (Band), Noel Goldberg (Band), Yvonne Balouris (Girls Basketball), Tim McCarthy (Boys Soccer), Stacey Silipo (Boys Soccer), Stacey Silipo (Boys Tennis), Beth Lawrence (Boys Ultimate), Patty O' Connor (Field Hockey), Yvonne Balouris (Girls Volleyball), DJ Springer (Boys Lacrosse), Beth Ahearn (Parent Student Staff), Gayle Hall (Softball), Kurt Schweiger (Touchdown), Greg Staresinic (Track & Field), Susan Vigna (Orchestra), Denise Layne (Orchestra), Sabrina George (Choral), Tom Mooney (Ice Hockey), Carrie Zvejnieks (PAGE), Donna Stephenson (Musical), Beth Ahearn (Musical), Neal Goldberg (Thespian), Lisa Gaffey (JROTC)

I. Policy 915 Review

- A. Policy 915 is four (4) pages in length and available on the PRUBO website
- B. Fiscal year: 7/1- 6/30 for all booster groups
- C. Summer Planning: Close books, reconcile checkbook

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| <p>D. Calendar for Treasurer</p> <ul style="list-style-type: none">➤ August/ September each year—Oversee financial audit by 3-5 people (not on your board)➤ September—Submit Policy 915 to Athletic Director or HS Principal <p>Necessary documents to include: Updated by-laws (only if changed), proposed budget for new fiscal year, list of current officers, information on FDIC insured bank, copy of past fiscal year audit report.</p> <ul style="list-style-type: none">➤ Each Fall—Treasurer submits to PRUBO Secretary: updated by-laws (only if changed) with amendments, copy of tax filing, list of current officers➤ By November 15 each year—Taxes must be filed➤ By November 15 each year—Pennsylvania State Charity Filing➤ By January 31 each year—File and mail any 1099 forms to any individual paid more than \$599 by your group in a calendar year (not a fiscal year) |
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E. IMPORTANT: PLEASE MEET Policy 915 Deadline Submission Date!

- PLEASE SCAN & EMAIL to either Mrs. Bowman or Mr. Shoop and CC PRUBO (prubopres@gmail.com)
- Required for Annual Recognition List of Civic & Service Organization/Association by the PR School Board
- Booster groups must meet the deadline to be on the “Recognized” list because the Board approves those on the list as valid organizations

F. Tax Return—Any time after end of fiscal year.

You have 5 ½ months to file for an extension

- Under \$50,000—EZ form
- Over \$50,000—990 EZ form (12 page document)

G. Mail— All IRS correspondence for booster groups will be mailed to the school address and go to the district office

- There are two (2) stacks of bins for athletics in the district office. If you do not have a bin, it will be between the bins. If your group is not an athletic group, the mail is placed in the main school office.
- Your student may pick up your mail at the appropriate office for you

II. Key Points

A. Debit Cards--Can't use debit cards

B. Check Signatures-- Two (2) signatures are required for checks over \$250. Some groups use lower amounts.

C. PA Sales Tax Exemption Form Number-- Each group should apply for their own number. This IS NOT the same number as the Federal Tax I.D. number.

- All twenty-seven (27) booster groups need their own PA sales tax exemption number.
 - Once Rick Shulkosky completes the process for the basketball group, he will share the information with other groups on the process.
 - Small Games of Chance- Will be stricter this year
- D. Cooperative Fundraising
- NOT ALLOWED
 - Cooperative fundraising is defined as when a group's members join together to raise money and then credit the funds raised to the

- individuals who participated in raising the money. Again, it is not allowed.
- Not legal per the IRS

III. Pennsylvania State Charity Filing—

- Fill out first 3-4 lines, and DO NOT pay \$10

IV. Advertising

A. Policy 913-Booster groups must pay a percentage to the school (25%)

- Recommendation from booster groups —Talk to Board about rescinding advertising fee?

B. Insurance

- Booster groups get a liability policy with the school if the group is a school funded group
- Groups may want to consider getting additional liability policy
Ex.) Basketball bought a liability plus policy for \$327 for off-site events
- Consult an insurance representative if your group is interested in insurance. Boards need to be protected; Treasurers need to be bonded.

V. Officer Nominations/ Elections

A. The Executive Board ballot was presented. There were no additional nominations. The ballot was voted on and approved:

President- Rick Shulkosky

Vice-President- Patty O'Connor

Secretary- Kathlyn Caldwell

Treasurer- Open (Maritza Armstrong said she will do it again)

Member At Large (Activities)- Lisa Gaffey

Member At Large (Sports)- Open

The fall meeting will be in September. There being no further business, the meeting was adjourned at 7:47pm.

Respectfully submitted by Kathlyn Caldwell