

# Follow Up Q & A

## AUDIT

- 1. Is an audit committee required if the Booster Club/PTO receives audit services by an outside accounting firm or CPA each year?**

*No, an audit committee is not required as long as a copy of the audit report is provided to the Accounting Manager by the deadline each year. If the Booster Club/PTO does not receive an external audit by an independent firm or CPA, an audit committee should be formed each year to complete the year-end audit.*

## BACKGROUND CHECKS

- 1. Who is required to have a background check on file with the District?**

- *Booster Club and PTO officers*
- *Booster Club and PTO committee chairs who handle money*
- *Volunteers at the elementary and intermediate grade levels*
- *All chaperones regardless of grade level*

- 2. What is the difference between volunteers/chaperones and visitors?**

*Volunteers/chaperones are defined as having direct contact with students. Lunch visitors, party visitors, or other campus-wide events (Rocket Readers, Mother's Day Makeovers, Mystery Reader) are considered visitors not volunteers and do not have to go through the process. FISD is not requiring volunteers who participate in a PTO sponsored event such as a school carnival or social event to complete a background check.*

## CARRYOVER BALANCES

- 1. How much money can a Booster Club or PTO carryover into the next year?**

*The District recommends booster clubs and PTO's seek legal advice for more information on this subject. With that being said, based on our research, we believe there is no legal requirement that nonprofit, tax-exempt organizations spend all their funds, and there is no limit on the amount of funds that may be carried over to subsequent years. Parent groups frequently carry forward at least minimal amounts to get the next year started. Again, for more information, please seek advice from the organization's legal and accounting representatives.*

## FUNDRAISERS

### **1. How many tax-free fundraisers are permitted each year?**

*Each chapter of an exempt organization under the religious, educational or charitable categories, and organizations exempted from sales tax based on their IRS Section 501 (c)(3) status can hold two one-day tax-free sales or auctions each calendar year. For more information, visit the State Comptroller at [Comptroller.Texas.Gov](http://Comptroller.Texas.Gov).*

## GIFTS

### **1. Can the Booster Club give gifts to the campus principal, sponsor, the board of trustees, or officers of the club?**

*No. The purpose of a Booster Club is to support the student program. Funds raised or donated may not be used for gifts for the persons mentioned above. UIL allows gifts to coaches up to \$500.00 per year cumulative (i.e., if they coach more than one sport, the total amount cannot be greater than \$500.00 for all sports combined). FISD recommends no cash or checks be given to coaches.*

### **2. Can the Booster Club give gifts to students?**

*No. UIL is very restrictive on the amount spent on students, therefore the District cautions giving gifts to students (including seniors) in order to protect their UIL eligibility under Section 441. **Senior awards** are permitted under Section 480 by the UIL and limited to \$70.00, which must be used on a senior memento such as a plaque or award. Do not give cash or gift cards. Contact the UIL with specific questions. For more information, visit the UIL Booster Club guidelines at <https://www.uiltexas.org/policy/booster-club-guidelines>.*

## TRAVEL

### **1. Can the Booster Club pay vendors directly for airlines, hotels, and rent housing?**

*Yes. The Booster Club can pay vendors directly for airlines, hotels, and rent housing. Please contact the FISD Transportation Director for student transportation via vans, buses, and charter buses.*