

Preparing Form 990-EZ

and Related Non-profit Topics



**REIMER
MCGUINNESS
HESS**
CPAS & ADVISORS

TOPICS TO COVER TODAY



What forms do I need to prepare?



What information do I need?



What are some resources to help?

Key Points to Remember!!!



Keep good records!



Stay current with required filings!

FILING REQUIREMENTS

Form 990-N

- Gross receipts of \$50,000 or less
- “e-Postcard” return

Form 990-EZ

- Gross receipts less than \$200,000 and total assets less than \$500,000
- Slightly less complex than Form 990

Form 990

- Gross receipts more than \$200,000 or total assets greater than \$500,000

DEADLINES



- For June 30 year end, form 990 (including 990N and 990-EZ) is due November 15th. With extension, the 990 is due the following May 15th
- If filing forms 1099-MISC (more on this later) the deadline is January 31.

REMEMBER:

- Failure to file 990 for 3 consecutive years will result in automatic revocation of exempt 501(c)(3) status. Rather troublesome to seek reinstatement.
- Late filing of 1099-MISC starts at \$25 **PER FORM** and goes up to \$260 per form if really late.

Other Forms

- Form W-9, Request for Taxpayer Identification Number and Certification. Obtain this from:
 - ✓ all vendors (not Sam's Club)
 - ✓ donors *of property* more than \$500
 - ✓ Prize winners of \$600 or more

Other Forms (continued)

- Form 1099-MISC or 1099-NEC
 - Report rents and payments to vendors of more than \$600 per calendar year. Not necessary to issue to corporations.
 - Issue a 1099-MISC to someone who wins prizes more than \$600
 - Report amounts paid to law firms if greater than \$600

Donation Receipts



You need to provide receipts to donors if they make a contribution.



Required for donations of cash or property of more than \$250



Required if there's a payment received, more than \$75, that is partly for goods/services, and partly a contribution.

Donations from Fundraisers



Generally, a quid pro quo to a fundraiser (except raffles)



Examples:
Golf tournament
Sale of candy



Organization has the responsibility to

Estimate fair market value of non-charitable benefits

Give acknowledgement of both total received, and non-contribution portion.

Donations from Fundraisers (continued)

- No portion of a raffle ticket is considered a charitable contribution
- If donated property is given as a prize or auctioned, the donor should give a reasonable estimate of fair market value
- If within 3 years of receipt, the organization sells property with fair market value of \$500 or more that was donated, they are required to give the donor IRS Form 8282

Exceptions:

- Marketable securities
- Donated property is consumed or distributed in exempt purpose (example - Band Boosters receive donated instruments and distributes such equipment to the band musicians)

Individual Accounts

IRS frowns on these. Subject
to penalty.



Disqualified Person



Tracked and reported in the Form 990 Schedule A



Any officer, director or trustee



Any person who donates more than \$5,000 (provided that this is more than 2% of the total donations received)

Less Frequently Encountered Situations

Donor
advised
funds

Unrelated
Business
Income

Conflicts of
interest

Vehicle
donations


Donor Advised Funds

If you have these, you cannot file Form 990-EZ, and instead must file the long Form 990.



What is a donor advised fund? It is where the donor has a reasonable expectation of advisory privileges in the disbursement of the fund.

Example - donor gives \$500 and directs the organization to buy football equipment for student Michael Smith.



Not donor advised funds:

Fund directed to be disbursed to a single identifiable organization.

Grants or disbursements are on an objective and nondiscriminatory basis. Example - donation to scholarship fund to be used exclusively for scholarships, provided the organization has a process to award such scholarships.

Unrelated Business Income (UBI)

- Even if 501(c)(3) organization, it is still possible to owe income taxes if you engage in certain types of activity.
 - IRS wants to discourage charitable organizations from seeking profits in carrying on a business.
- Local PTO's or booster clubs generally don't have UBI.
 - Most common source of UBI might be if an organization hires a third party to solicit advertising for yearbook or sports. This would probably make this advertising income UBI and subject to income taxes.

Conflicts of Interest

- Officers, directors and large donors are generally considered by the IRS as “disqualified” persons. Transactions between the organization and a disqualified person might invite IRS scrutiny.
 - Compensation and benefits
 - Purchase of assets
 - Payments for goods or services
 - Grants or scholarships
 - Leasing transactions

Quick Dip in the 990 Swimming Pool



Form 990-N

- Gross receipts are \$50,000 or less
- Online only - no paper filing
- Asks for very basic info such as
 - Tax ID number
 - Legal name
 - Address
 - Principal officer

990N Easy to find

The screenshot shows a Google search interface with the query "irs efile 990n" in the search bar. Below the search bar, there are filters for "All", "News", "Shopping", "Images", "Videos", and "More". The search results show "About 5,090 results (0.67 seconds)". The first result is titled "Submitting Form 990-N (e-Postcard) - Internal Revenue Service" and is dated "Jun 17, 2021". The second result is titled "New Form 990-N Submission Website Now Open - Internal ..." and is dated "Apr 19, 2021". Below the search results, there is a section titled "People also ask" with two questions: "When can I file a 990n?" and "Can I file 990n?".

irs efile 990n

Q All News Shopping Images Videos More Tools

About 5,090 results (0.67 seconds)

https://www.irs.gov › charities-non-profits › annual-ele...
✓ Submitting Form 990-N (e-Postcard) - Internal Revenue Service
Jun 17, 2021 — Small tax-exempt organizations generally are eligible to file Form 990-N to satisfy their annual reporting requirement, if their annual gross ...
You've visited this page many times. Last visit: 8/18/21

https://www.irs.gov › charities-non-profits › new-form-...
✓ New Form 990-N Submission Website Now Open - Internal ...
Apr 19, 2021 — More In File ... Form 990-N electronic submissions should now be made through IRS.gov instead of Urban Institute's website. For the filing link ...
You've visited this page 3 times. Last visit: 7/6/21

People also ask

When can I file a 990n?

Can I file 990n?



Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)

Individuals

Businesses and Self-Employed

Charities and Nonprofits

[Exempt Organization Types](#)

[Lifecycle of an Exempt Organization](#)

[Annual Filing and Forms](#)

[Charitable Contributions](#)

[Search for Charities](#)

Who May File Form 990-N to Satisfy Their Annual Reporting Requirement?

In general, exempt organizations have an annual reporting requirement although there are [exceptions](#).

Most small tax-exempt organizations that have an annual reporting requirement can satisfy the requirements by submitting Form 990-N, Electronic Notice (e-Postcard.) Form 990-N is submitted electronically, there are **no paper forms**.

An organization eligible to submit Form 990-N can instead choose to file Form 990 or Form 990-EZ to satisfy its annual reporting requirement.

Small tax-exempt organizations generally are eligible to file Form 990-N to satisfy their annual reporting requirement, if their annual gross receipts are normally \$50,000 or less.

- Gross receipts are the total amounts the organization received from all sources during its annual accounting period, without subtracting any costs or expenses.

Charities & Non-Profits Topics

- [A-Z Index](#)
- [Educational Resources and Guidance](#)
- [Publications](#)
- [Audit Process](#)
- [Contact IRS Exempt Organizations](#)
- [About Us](#)

return filed by its central organization does not file Form 990-N because the group return satisfies its annual reporting requirement.

Submitting Form 990-N (e-Postcard)

[Are you eligible to submit Form 990-N \(e-Postcard\)?](#)

1. [Register](#) for your account
2. Review the [submission guidance](#)
3. Gather the [information needed](#)

[Submit Form 990-N \(e-Postcard\)](#)

How to Register and Submit Form 990-N

Review the [IRS Form 990-N Electronic Filing System \(e-Postcard\) User Guide](#) for step by step instructions on how to register and submit electronic Form 990-N (e-Postcard). Most common problems can be avoided by following the User Guide



Sign Up

Don't have an account? Create one now.

CREATE ACCOUNT >

Log In

Already have a username? Welcome back!

Username

maxrdunlap

LOG IN >

[Forgot Username](#)

PTIN and FIRE users need a separate account in this system

Form 990-EZ

Gross receipts are between \$50,000 and \$200,000

Form 990-EZ is four pages, but there are additional schedules to the 990-EZ

Schedule A *Public Charity Status and Public Support* (Check box 10 and go to page 3)

Schedule B *Schedule of Contributors* (if anyone gives \$5,000 or more, list their name, address and amount)

Schedule G - If you do a fundraiser you will prepare Part II

Schedule O - This is a form used to provide additional explanation for certain questions in the 990-EZ

Oh no!! This sounds like it's very complicated!!

It's not really daunting if you keep these two things in mind:

1. Maintain good records!!

2. File required forms on time!!

Questions?



If you need help

Max Dunlap, CPA

Reimer, McGuinness & Hess, PC

mdunlap@rmh-cpa.com

713-590-3000



**REIMER
MCGUINNESS
HESS**
CPAS & ADVISORS

Remember to Visit All of Our Vendors





**District-Wide Parent Organization Collaborative
Meeting & Vendor Fair
August 2022**



Fort Bend Business & Finance

Bridget Chustz-Morrison

Insurance for PTO/PTA/Booster Clubs



All FBISD parent organizations are required to obtain insurance coverage

Proof of general liability insurance should include the following:

- Limits of \$100,000 per occurrence
- General aggregate limits of at least \$2 million
- The District **MUST** be named as “Additional Insured and Certificate Holder”
- The insurer must carry an A.M. Best Rating of “A-VII” or greater
- Policy **MUST** include a waiver of sub

Each insurance policy must require that the insurer send notice to the District, as follows:

- 30-day notice of cancellation or material change
- 60-day notice of non-renewal
- A roster of personnel, with addresses, in the organization to verify

Remember to Visit All of Our Vendors





Enterprise Funds

- Sponsorships
- Food Trucks
- Facility Rentals



Enterprise Funds

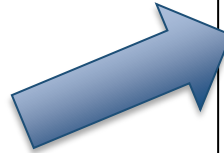
PTO / PTA & BOOSTER CLUB SPONSORSHIPS



SPONSORSHIPS

Want to recognize those who support your programs?

- All parent organizations are required to follow sponsorship guidelines set forth by FBISD.
- The sponsorship guidelines are posted on the District website ([Departments/Business and Finance/Parent Organizations/Resources](#)).



Fort Bend ISD Guidelines



How can the Fort Bend ISD parent organizations and booster clubs recognize those who support their program, especially now that FBISD has initiated it's advertising campaign to raise funds to support the general operations budget?

Parent Organizations and Booster Clubs may recognize their sponsors as follows:

- Portable posters that are displayed on the campus and at local businesses indicating the sponsors name and what group they contributed to, i.e. Company logo with statement "Proud Sponsor of Austin HS Marching Band".
- T-Shirts to be worn by students, group Director and the parent group that displays group's name and logos of their sponsors, i.e. Ridge Point Football Booster thanks it's sponsors.....".
- The Parent Organization or Booster Club website and newsletter recognizing it's sponsors.
- Group event program may have a printed ad or "thank you" to sponsors, i.e. band concert program, dance team spring show program, football program, etc.
- Portable banner to be displayed temporarily at group events or in the stands at events. These cannot be adhered to fence lines, walls, scoreboards, posts/columns or bleacher rails.
- Sponsorship plaque to honor the sponsor for their contribution.
- Sponsorship announcement prior to, during, or after a group's performance at an event. Football quarters, 'power move' and time out sponsor announcements are reserved for the District.
- Thank you 'gift' to sponsor from the parent group or booster club that includes spirit wear or event admission tickets (all gifts must be funded by the parent group or booster).
- Performance at a business / company event as 'thank you' with appropriate approval from Administrators. The performance will be funded by the parent organization / booster, i.e. transportation.

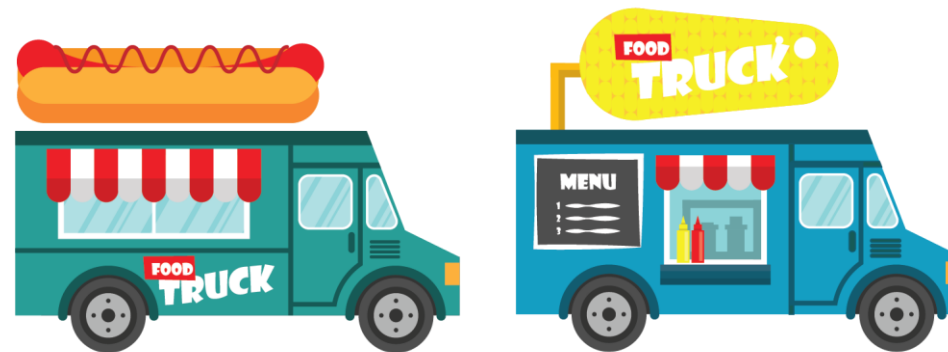
For more information about the District's advertising program, please visit the FBISD Enterprise Fund Department webpage.

FBISD recognizes the great work that the parent groups do for it's students and appreciate you all very much. If you have further questions regarding this topic, please don't hesitate to reach out to us. Thank you for your hard work and dedication!



Enterprise Funds

FOOD TRUCKS



FBISD FOOD TRUCK AT YOUR EVENT

HOW TO SECURE A FOOD TRUCK

Step 1

- Check the Approved Food Truck Vendor list on the District website (*Community/Business/Food Truck Vendors*) to identify trucks you'd like to utilize.
- If a vendor is not listed that you'd like to use – guide them to the Food Truck webpage to register.

Step 2

- Complete the form on our webpage (*Departments/Enterprise Funds/Food Trucks Rentals*) to let us know about your event and the food trucks you plan to have participating. **completing this form simply keeps us in the "know" so when phone calls come in about trucks, we can properly respond*

Step 3

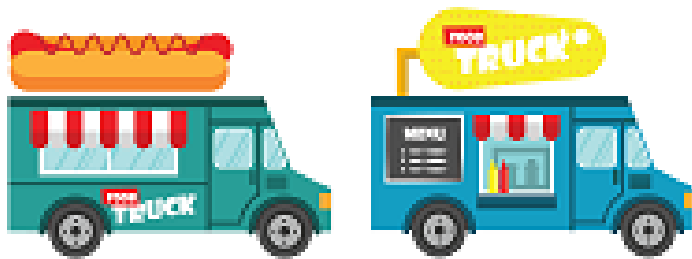
- Coordinate your activity with your group and ensure that the food truck has been vetted by registering with FBISD Enterprise Funds and are on the approved vendor list.


Have lots of fun!!!

FOOD TRUCKS

Where do I find the FBISD Approved Food Truck Vendor list?

- [District website / Community Tab / Business / Food Truck Vendors](#)





Approved Food Truck Vendor List

All food truck approvals are valid for 1 year. Food trucks are required to submit the \$50 non-refundable vendor fee annually. Valid insurance & permits are required to participate in any FBISD event, even if the truck is already on the approved list. Until a better system is created to keep up with valid insurance and permits, please check-in with Genyne Vinson @x43327

See steps below to identify food trucks corresponding to your events

1. Look for your school name in the FBISD Campuses/Facilities box on the left side.

2. You should select the food trucks listed in the same chart your school name is in. However if you want a food truck not listed in your section you can reach out to the food truck and inform them that you want to invite them but will need to obtain the proper permits.

3. You can request a food truck that is pending approval. The food truck can finish the approval process with the city/district before the event date if requested with time in advance.

FBISD CAMPUSES / FACILITIES IN FORT BEND COUNTY	APPROVED FOOD TRUCKS <small>They hold a current permanent/annual permit through Ft. Bend County</small>																																												
<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">Austin HS</td><td style="width: 50%;">Malala ES</td></tr> <tr><td>Bush HS</td><td>Mission Bend ES</td></tr> <tr><td>Ridge Point HS</td><td>Mission Glen ES</td></tr> <tr><td>Travis HS</td><td>Mission West ES</td></tr> <tr><td>Bowie MS</td><td>Neill ES</td></tr> <tr><td>Crockett MS</td><td>Oakland ES</td></tr> <tr><td>Garcia MS</td><td>Oyster Creek ES</td></tr> <tr><td>Hodges Bend MS</td><td>Parks ES</td></tr> <tr><td>Thornton MS</td><td>Patterson ES</td></tr> <tr><td>Burton ES</td><td>Pecan Grove ES</td></tr> <tr><td>Drabek ES</td><td>Scanlan Oaks ES</td></tr> <tr><td>Flemming ES</td><td>Schiff ES</td></tr> <tr><td>Goodman ES</td><td>Seguin ES</td></tr> <tr><td>Heritage Rose ES</td><td>Sienna Crossing ES</td></tr> <tr><td>Holley ES</td><td>Sullivan ES</td></tr> <tr><td>Jordan ES</td><td>Townwest ES</td></tr> <tr><td>Leonetti ES</td><td>Aquatics Practice Facility</td></tr> <tr><td>Madden ES</td><td>Ferndell Henry Alternate</td></tr> </table>	Austin HS	Malala ES	Bush HS	Mission Bend ES	Ridge Point HS	Mission Glen ES	Travis HS	Mission West ES	Bowie MS	Neill ES	Crockett MS	Oakland ES	Garcia MS	Oyster Creek ES	Hodges Bend MS	Parks ES	Thornton MS	Patterson ES	Burton ES	Pecan Grove ES	Drabek ES	Scanlan Oaks ES	Flemming ES	Schiff ES	Goodman ES	Seguin ES	Heritage Rose ES	Sienna Crossing ES	Holley ES	Sullivan ES	Jordan ES	Townwest ES	Leonetti ES	Aquatics Practice Facility	Madden ES	Ferndell Henry Alternate	<p style="text-align: center; color: #4f81bd;"><i>Click on the link</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9ead3;"> <th style="width: 30%;">Approved Vendors</th> <th style="width: 20%;">District's Approval Pending</th> <th style="width: 20%;">Jurisdiction's Approval Pending</th> <th style="width: 30%;">Both Approvals Pending</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> Araguaney Benny's Dawgs Big 6 Bar B Que Foreign Policy Hey Sugar Sugar Shaved Ice Jeremiah's Ice Kona Ice of Houston Mary Had a Little Party Mister Softee OffBeat Eatz Papa John's Pizza Richboy Poboy Sammie Joe's Creole SheCupcakes Bake Shoppe* The Ice Barn The Sauer Kraut Food Truck Tings and Wacos Uncle Louie G Italian Ice </td> <td style="vertical-align: top; background-color: #fff2cc;"> Nom Mi Street* Tu-Go Kitchen* </td> <td style="vertical-align: top; background-color: #d9ead3;"></td> <td style="vertical-align: top; background-color: #f4cccc;"> Coco's Conscious Cuisine* We are the cool bus* </td> </tr> </tbody> </table> <p style="text-align: center; font-size: x-small; color: #4f81bd;"><i>Food Trucks With Star (*) = Approval Pending</i></p> <p style="text-align: center; background-color: #fff2cc; font-weight: bold; font-size: x-small;">Food Trucks Are Completely Approved/ Renewed Once They Receive The Approved Flyer</p> <p style="text-align: center; font-size: x-small; color: #4f81bd;">For more info about permits for Fort Bend County: Fort Bend County Procedures for Obtaining a Food Vendor Permit (Mobile Units) Fort Bend County Application for a Mobile Vendor Permit</p>	Approved Vendors	District's Approval Pending	Jurisdiction's Approval Pending	Both Approvals Pending	Araguaney Benny's Dawgs Big 6 Bar B Que Foreign Policy Hey Sugar Sugar Shaved Ice Jeremiah's Ice Kona Ice of Houston Mary Had a Little Party Mister Softee OffBeat Eatz Papa John's Pizza Richboy Poboy Sammie Joe's Creole SheCupcakes Bake Shoppe* The Ice Barn The Sauer Kraut Food Truck Tings and Wacos Uncle Louie G Italian Ice	Nom Mi Street* Tu-Go Kitchen*		Coco's Conscious Cuisine* We are the cool bus*
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FOOD TRUCKS

A few reminders...

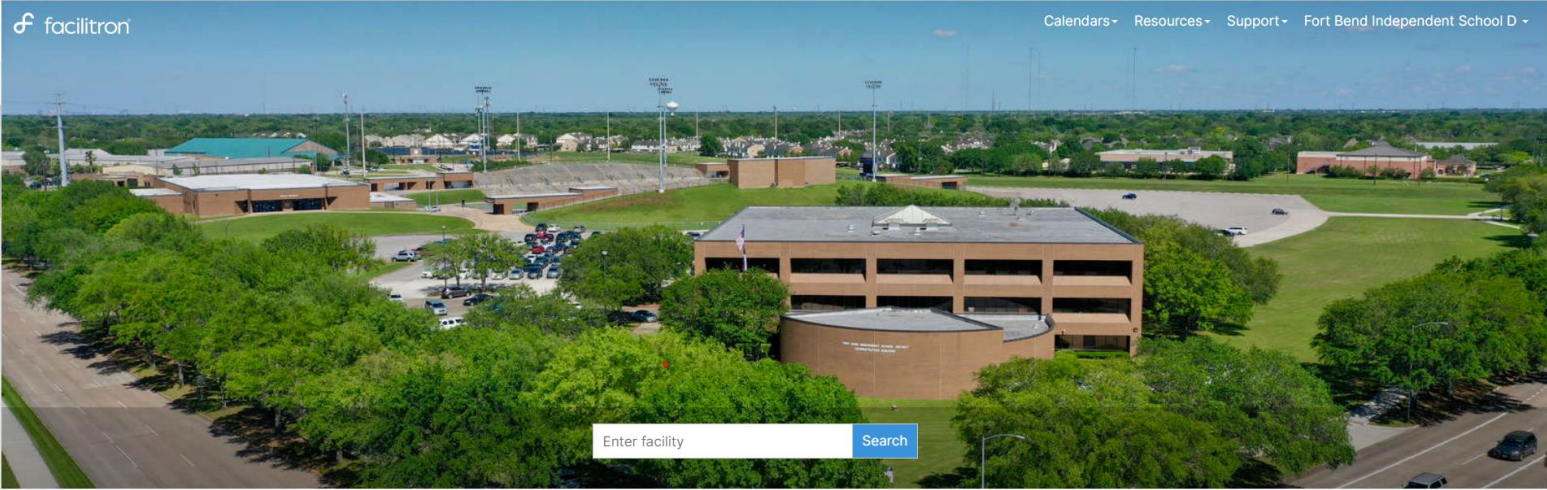
All Food trucks must:

- Avoid parking in fire lanes
- Avoid parking on sidewalks and grassy areas
- Park as close to a fire hydrant as possible





facilitron

Calendars - Resources - Support - Fort Bend Independent School D -



Enter facility Search

FORT BEND INDEPENDENT SCHOOL DISTRICT
Community Spaces for All Your Activities



Enterprise Funds

FACILITY RENTALS



FACILITY RENTALS

What spaces are available?

CAFÉ/COMMONS



GYMS



FIELDS & TRACKS



PARKING LOTS



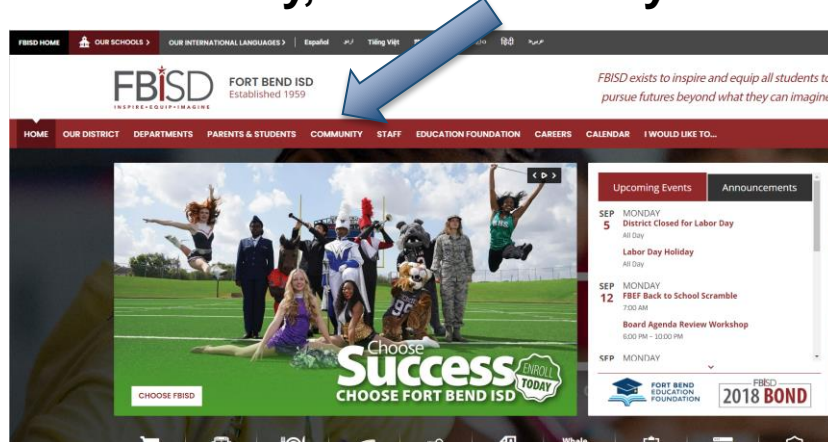
AUDITORIUMS



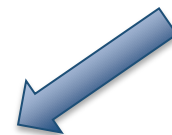
FACILITY RENTALS

How to reserve a facility to rent...

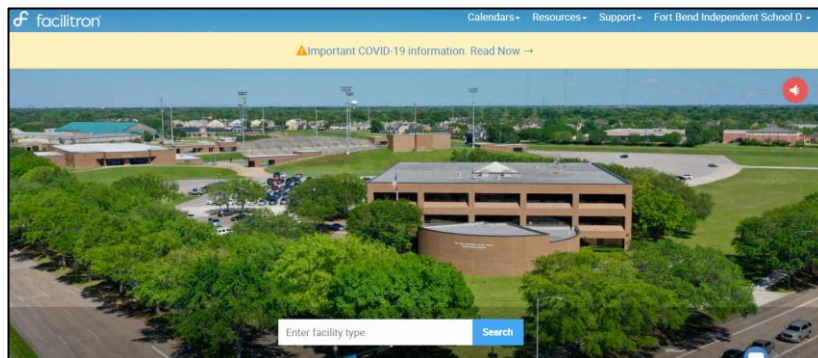
1. Go to the District website, then to Community, then to Facility Rentals



2. Once on Facility Rentals page, scroll down to the button, "Click here to



3. Clicking this button will take you to FBISD's facility rental site.



4. Create your renter account or login if registered already

Fees & Insurance Requirements

- **Weekday Events** – there are no fees charged during the week
 - Custodial fees will apply at all elementary schools if the event ends after 8:00 PM
- **Weekend Events** – the reduced recovery rental, custodial and police rates (if applicable) will apply
- Fees will vary based on details of your event. Facilitron will provide an estimate
- Upon campus approval, the District's facility rental coordinator will finalize the logistics, fees and all details before the district final approves
- Insurance is required for each rental
 - If an example of the COI is needed to provide to your insurance company, you can reach out to Carmen Torres

Date Issued
DATE (MM/DD/YYYY)

ACORD **CERTIFICATE OF LIABILITY INSURANCE**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Agent / Broker Providing Certificate And Address	CONTACT NAME: PHONE (A/C, H, Ext): FAX (A/C, No): ADDRESS: INSURER(S) AFFORDING COVERAGE NAIC #
INSURED Renter Name Address Name Needs to Agree with Contract	INSURER A: Company A INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** 6224707X **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE	TYPE OF INSURANCE	DATE SUBR.	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
General Liability	GENERAL LIABILITY	Y Y	XY222434343334	1/1/2012	1/1/2013	\$ 1,000,000
	COMMERCIAL GENERAL LIABILITY					\$ 100,000
	PROD. OCCASION & AUTO					\$ 50,000
	PERSONAL & HOV LIABILITY					\$ 1,000,000
Auto Liability	COMBINED SINGLE AUTO LIABILITY	Y	ABCE897658	1/1/2012	1/1/2013	\$ 1,000,000
	SOFT AUTO LIABILITY (Per person)					\$ 50,000
Umbrella Excess	UMBRELLA EXCESS LIABILITY					\$ 2,000,000
	EXCESS LIABILITY					\$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate Holder is named as an Additional Insured with respect to General Liability, Automobile Liability and Umbrella or Excess Liability coverages. General Liability coverage is primary and non-contributory. Waivers of Subrogation are provided on behalf of Certificate Holder with respect to Workers' Compensation, General Liability, Automobile Liability and Excess Liability. In the event of cancellation by the insurance companies, the policies have been endorsed to provide (30) days Notice of Cancellation to the certificate holder shown below.

CERTIFICATE HOLDER Fort Bend ISD 16431 Lexington Ave Sugar Land, TX 77479	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

FACILITY RENTALS

6 Reasons Why Facilitron is Important

- #1 – Safety & Security
- #2 – Support Services
- #3 – Fiscal Responsibility
- #4 – No Schedule Conflicts
- #5 – Reduce School Liability
- #6 – Data Integrity



IMPORTANT

***All PTO/PTA and Booster Clubs should create an account and enter their facility use request. This SHOULD NOT be done by the campus EA.**

The Importance of Entering Schedules

Entering EVERY activity taking place across campus into our facility management system allows the district to track how school facilities are used and to coordinate security and other support services. Your cooperation is needed and required - be a part of the team!

This infographic helps explain the reasons why scheduling all activities in the management system is important.

01 Safety & Security
Security officials should have access to see who is on campus at all times, especially in the case of an emergency. In cases of emergency, security officials must know exactly who is where on campus at all times to help keep everyone safe.


02 Support Services
Custodians and maintenance staff need to know who is using the facilities so they can open, close, and disinfect accordingly.

03 Fiscal Responsibility
Did you know that our State constitution prohibits gifting public funds? Allowing groups to use school facilities without charge is a violation. Groups must cover the costs of using school facilities, as these Facility Use Fees are used to fund employee time, utilities, and upkeep of facilities.

04 No Schedule Conflicts
Entering scheduled activities can avoid double-booking conflicts and/or maintenance/construction interference - which create a bad experience for everyone involved.

05 Reduce School Liability
Community groups are required to have insurance to use school facilities. Non-profit groups must also be verified before receiving special rates. Failing to treat groups appropriately can lead to disputes and even litigation.

06 Data Integrity
A facility management system collects important data about how district facilities are used to allow the district to make informed decisions on facility use. Incomplete data complicates the decision-making process.



Questions



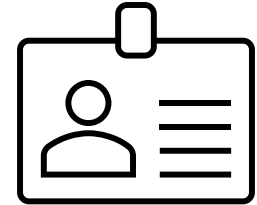
Enterprise Funds

**SPONSORSHIPS, FOOD TRUCKS &
FACILITY RENTALS**

Enterprise Funds

Enterprise Funds

Contact Us



Genyne Vinson

Asst. Director, Enterprise Funds

(281) 634-3327

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(Sponsorships, Food Trucks, Facility Rentals & Printshop)

Juan Barrera

Print Shop Coordinator

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Carmen Torres

Facility Rentals Coordinator

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Facilitron Assistance

800-272-2962 ext. 1

<https://support.facilitron.com>

support@facilitron.com

Remember to Visit All of Our Vendors



School Health Advisory Council (SHAC)



Melanie Anbarci
FBISD SHAC (Chair 2020-22)
Infofortbendisdsnac@gmail.com

TOGETHER



**School Health Advisory
Council**

SCHOOL HEALTH ADVISORY COUNCIL (SHAC)



Who can join SHAC?

Parents, students, community members & FBISD employees

What does SHAC do?

Provides: a forum for sharing health & wellness information; resources and community input to the BOT and admin; as well as resources & support for campuses to improve campus health & wellness

How does SHAC Promote Wellness?

- ✍ Helps create, evaluate & improve campus wellness through creation and implementation of the district Wellness Policy
- ✍ Supports campus based Campus Wellness Committees
- ✍ Supports campus based student-led wellness committees & the District student wellness coalition
- ✍ Provides data & feedback to Board of Trustees, District, campuses & staff to maintain and improve campus wellness activities, programs and initiatives

To get involved...

Contact: infofortbendisshac@gmail.com

SHAC Liaisons, Campus Wellness Committees & Student Wellness Committees





Website: www.fortbendisd.com/SHAC

Twitter: [@FBISD_SHAC](https://twitter.com/FBISD_SHAC)

Email: infofortbendisdshac@gmail.com

Remember to Visit All of Our Vendors





Theft Prevention in School Organizations

Lieutenant Michael Harvey MSCJ

Ft. Bend ISD Police Department

Uniform Services Division

281-634-5500



Cases in the News Media

- ◆ Felony theft from an elementary school parent organization.
- ◆ Felony theft from a middle school parent organization (same offender as above).
- ◆ Felony theft from girl's soccer team.



Booster Club President or Treasurer

- ◆ \$19600.00
- ◆ \$20,375.36
- ◆ \$92,000.00
- ◆ \$3045.00



What Types of Organizations

◆ Parent-Teacher Organizations

1. PTO's
2. PTA's
3. PTE's

◆ Booster Clubs

1. Band
2. Athletic
3. FFA
4. ROTC
5. Orchestra
6. Drama



116 Parent Organizations in FBISD

- ◆ 2005/2006 alone, these clubs generated
 - \$4,566,000.84 in revenues and
 - \$4,376,269.34 in expenditures
- ◆ Some Elementary Schools raised in excess of \$150,000
- ◆ Some High Schools raised in excess of \$500,000



Types of Fundraisers

- ◆ Holiday Gift Sales
- ◆ Dinners & Banquets
- ◆ Concessions
- ◆ Cookie Dough
- ◆ Athletic Apparel
- ◆ College Theme Mats
- ◆ Silent Auctions



Why Do People Steal From Children?

- ◆ Motive: Large amount of money, “They won’t miss just a little.” Financial Distress
- ◆ Opportunity: Created by intimidation, extreme trust, no safeguards, inadequate safeguards, failure to implement safeguards, improper accounting



How Can I Prevent a Problem?

- ◆ DO NOT EVER PRE-SIGN CHECKS! PLEASE!
- ◆ Develop and apply the appropriate By-Laws for each organization, submit updates to Internal Audit annually
- ◆ Require a Treasurer's Report immediately after the reading of the minutes from previous meeting
- ◆ Complete a Financial Recap after a Fundraising event takes place. Reconcile the cash and inventory.
- ◆ Reconcile Online Purchases and Sales



Ronald Reagan: Trust But Verify

- ◆ Require proper backup: receipts, service orders, invoices, receiving slips etc.
- ◆ Reconcile the bank statement
- ◆ Be transparent about accounting records
- ◆ Multiple signers on checks
- ◆ Do not deviate from procedures set out in the By-Laws



Handling Cash

- ◆ Always have two members count cash
- ◆ Verify cash receipts to the deposit slips and bank statement
- ◆ Address fundraiser shortages immediately
- ◆ Do NOT make checks payable to CASH!
- ◆ Utilize Bank/Credit Cards Properly...Keep Receipts and Provide them for Accounting Purposes



Checking Accounts

- ◆ Protect your checkbooks at all times
- ◆ Reconcile bank account with receipts and invoices (match them up)
- ◆ Be aware of checking account scams and Craig's List scams
- ◆ Report any suspected fraud or scam attempt to Ft. Bend ISD Police 281-634-5500
- ◆ Consider "Positive Pay" or other similar service (Electronic Register Confirmation)



Protect Yourself, Protect Your School

- ◆ Demand integrity and proper accounting
- ◆ Provide integrity and proper accounting
- ◆ Participate in the process
- ◆ Ask others to participate
- ◆ Be transparent
- ◆ When a problem is discovered, don't wait, notify the Principal, Internal Audit and the Police if necessary 281-634-5500

Remember to Visit All of Our Vendors



FORT BEND INDEPENDENT
SCHOOL DISTRICT
PRINTSHOP

www.fortbendisd.com/printshop

WHAT WE CAN DO

POSTER, CARDS, BOOKLETS, BANNERS, POPUPS, FLYERS, BROCHURES, STICKERS, AND MUCH MORE!



QUOTE YOUR

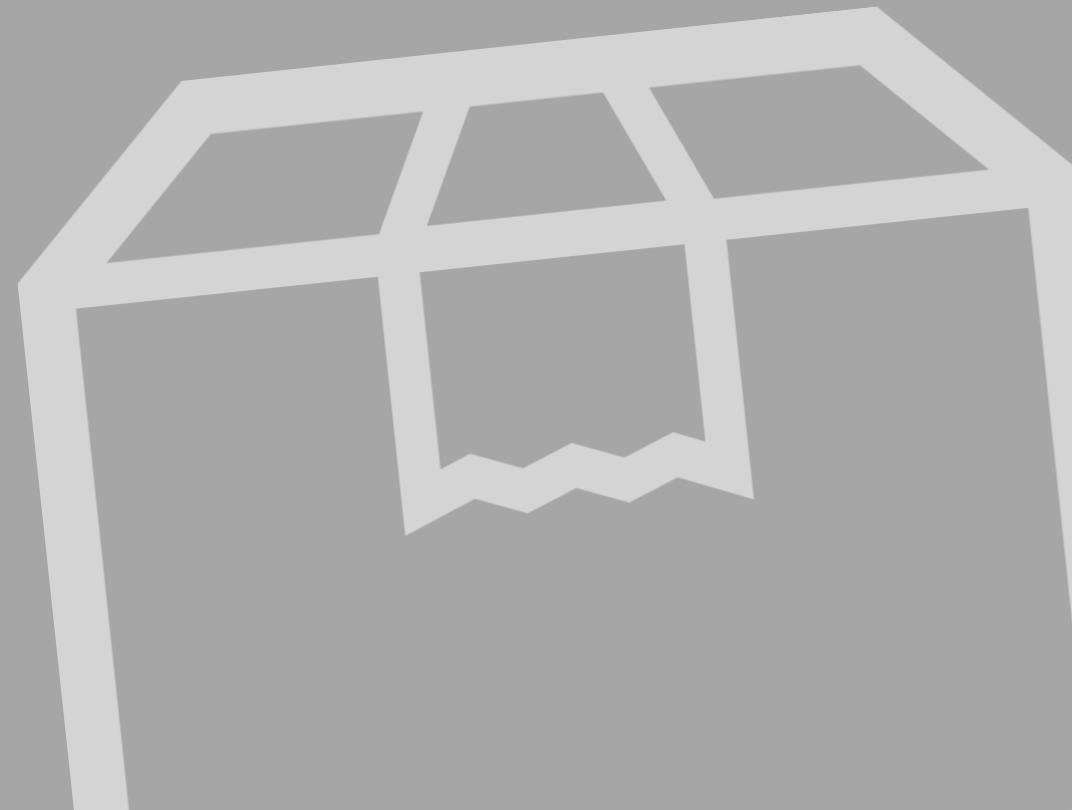
- Quotes are done through the ordering system. Price will be displayed before saving as a quote or submitting the print order.
- If you need us to review the specs and the price, email us the job number and we can assist.
- Special instructions can be typed into the order and print ready PDF can be attached.

ABOUT YOUR

- Depending on project, most orders can be completed in 5 working days or better.
- If something is needed for an event and the due date is critical, write it into the notes. There may be instances where our workload may delay the order. So, it's best to communicate with the Print Shop to make sure the due date can be met.
- Our 2 biggest peak times for heavy workload are the beginning and end of school year.

PICKUP YOUR

- Community Customer orders will have to pick up their project at the Print Shop. There are no deliveries.
- District orders will be shipped using our mail courier.



CONTACT US

- Email us at dlprintservices@fortbendisd.com
 - Above email is a distribution email that will reach the following people:
 - Melissa Borecky (melissa.borecky@fortbendisd.com)
 - Ray Perez (ray.perez@fortbendisd.com)
 - John Barrera (juan.barrera@fortbendisd.com)
- Call us at 281-634-1816
- www.fortbendisd.com/printshop

