

# Successful Nonprofit Tips and More!

One Stop Workshop 2019



# Introductions and Overview

Tom Develice, Athletic Director Coon Rapids High School

Liz Burgard, Parent Involvement Coordinator

# What is a nonprofit?

Mission driven group that:

- Intends to do good
- Does not generate profit or personal gain for members
- Does business that generates benefit for others; community impact

# Did you know?

- According to the Minnesota Council of Nonprofits - there are over 31,500 nonprofits in the state of Minnesota
- There are 25 different types of nonprofits - most common is 501c3
- In Minnesota, more than 35.4% of residents volunteer
- Over 125 nonprofit groups within Anoka-Hennepin Schools
- Anoka-Hennepin School District logged 191,777 hours of volunteer time in 17/18 - additional time donated by PTO and booster clubs

# Governing Agencies

- Minnesota Secretary of State
- Minnesota Department of Revenue
- Minnesota Attorney General's (AG) Office
- Internal Revenue Service (IRS)

# How was your nonprofit started?

Or how are you going to start your nonprofit?

Successful Nonprofit Tips Checklist



# Meeting Agenda

- Welcome, introductions and mission
- Approval of minutes
- Treasurer's report
- President's report
- Committee reports
- Old business
- New business
- Announcements
- Adjournment
- List date and time of next meeting



# Internal Controls

- Separation of duties
- Checks should never be written for cash
- Incoming checks should be stamped for deposit only
- Conduct monthly reconciliations
- Cash collections to be reconciled by two individuals
- Funds should be deposited weekly



# Internal Controls

- Never sign blank checks
- Two signers are recommended on all checks
- Bank statements are examined by someone other than the treasurer each month - one copy should be mailed to another board member
- Risk management, background checks
- Everyone has a voice
- Ask questions if you are unsure or need clarification

# Insurance - Do I need it?

**Protects you and your organization from:**

- Fraud
- Theft
- Board Mistakes

**Insurance Providers:**

PTO Today Insurance: [www.ptotoday.com/insurance](http://www.ptotoday.com/insurance)

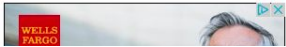
J.A. Price Insurance: [www.japrice.com](http://www.japrice.com)

AIM Insurance Company: [www.aim-companies.com](http://www.aim-companies.com)

# Headlines

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LIVE WEATHER NEWS KIRO 7 APPS JESSE JONES SPORTS TRAFFIC VIDEO ABOUT US MORE  



## Police investigating alleged theft from PTA

NEWS

## Former Oviedo High booster president accused of fraud, police say

April Bonadonna, 40, is accused of stealing \$5,400

By Emilee Speck - Digital journalist

Posted: 3:26 PM, July 25, 2017

Updated: 3:26 PM, July 25, 2017

## Woman pleads guilty must pay \$20,000 in

Sun-News Reports, . Published 11:07 a.m. MT D

## Former Hortonville teacher accused of embezzling PTO, Girl Scout troops

Alison Dirr, USA TODAY NETWORK-Wisconsin Published 6:16 p.m. CT Nov. 28, 2017

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Minneapolis, MN | C

NEWS WEATHER TRAFFIC INVESTIGATIVE SPORTS 5 TAKE ACTION DIGITAL EXTRAS KSTP TV

(2 of 3) Winter Weather Advisory - Minnesota: Carver, Dakota, Hennepin, Ramsey, Scott, Wright and 14 other counties

## Elk River Woman Sentenced to 3 Months for Theft from Football Organization

Mankato Free Press



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## Former PTA leader pleads guilty to theft

By Dan Nienaber Sep 16, 2008

# Annual Filings

- IRS

The return is due by the 15th day of the 5th month after the accounting period ends (due 4½ months after the nonprofit's official or fiscal year-end). Please refer to your Determination Letter for confirmation of your accounting period year-end.

- Nonprofits must use Form 990-N if: Gross receipts are less than \$25,000.
- Nonprofits must use Form 990-EZ if: 1. Gross receipts are more than \$25,000 but less than \$100,000 AND 2. Total assets are less than \$250,000 at year-end.
- Nonprofits must use Form 990 if: 1. Gross receipts are \$100,000 or more OR 2. Total assets are \$250,000 or more at year-end.

- Minnesota Attorney General

- Minnesota Secretary of State

- Nonprofit corporation annual registration. After an organization has filed for incorporation, it must continue to file an online Annual Registration with the Minnesota Secretary of State.

# Annual Checklist

- Budget - hold meeting and prepare for the upcoming year
- Annual audit
- Review board positions and terms
- Bylaw reviewal
- Inventory audit - before and after season
- Prior to a sport or activity's season, share the names and contact information of your board members your school's athletic department
- Prior to school year, share PTO names and contact contact information of your board members with the building principal and volunteer coordinator



# Record Retention

## 3 Years

Monthly treasurer reports

## 7 Years

Bank statements

Cancelled checks

Check registers

IRS Form 990, 990-EZ, 990-N

## Permanently

Incorporation paperwork

IRS Form 1023

IRS determination letter

Meeting minutes and agendas

Year-end treasurer reports

Annual reports from auditor

# Things happen...Communication is Key!

- Board turnover
- Conflict
- Volunteer recruitment
- Loss of paperwork

Remember:

- Everyone has a voice
- Ask questions if you are unsure or need clarification

# How we can help ...

## Parent Involvement

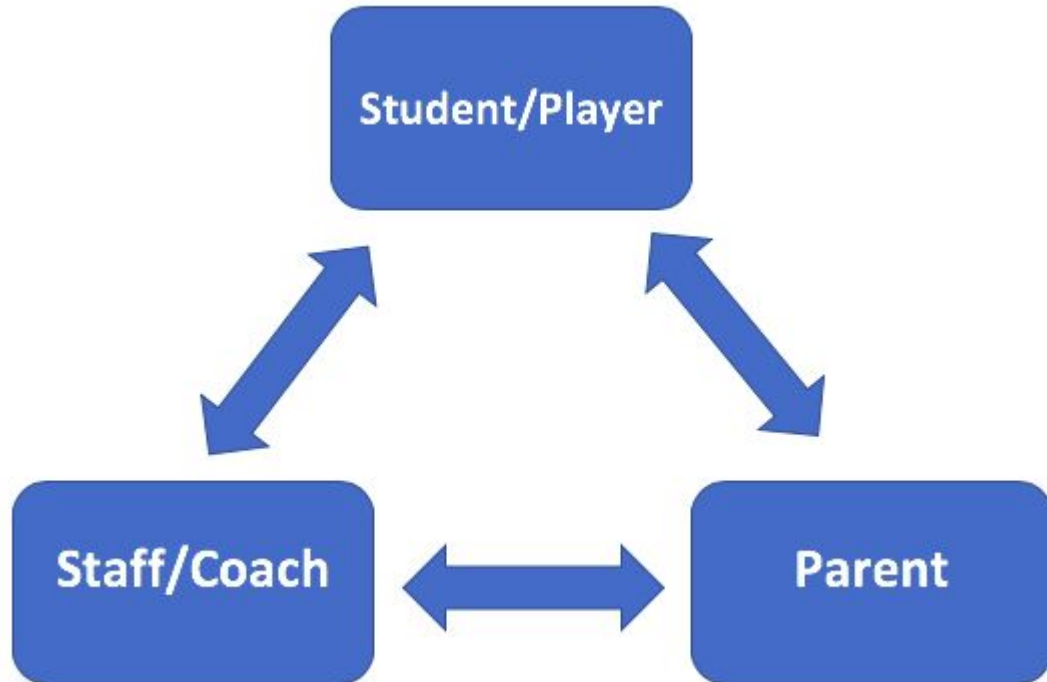
- Volunteer paperwork
- Volunteer recruitment
- Booster club resources
- Background checks on board members
- Liaison between school, PTOs and boosters
- Information on free workshops
- Sharing of upcoming events

## School/Athletic Department

- Fundraising account
- Activity Funds
- Donations (General vs. Sport)
- Coaches
- Eligibility
- MSHSL
- Sharing of upcoming events



# Anoka-Hennepin Philosophy



# MSHSL and MDE

- Booster clubs exist to support the high school team during the official MSHSL high school season.
- PTO groups exist to support the elementary students of an elementary school.
- Student athletes can work at a booster club operated tournament and receive appropriate payment for their time spent working the tournament. The students need to be provided the money they earn for working the tournament
- Booster clubs cannot arrange or operate team activities outside of the official high school season. Again, the intent of the booster club is to support the team during the official MSHSL season. All expenses for those items are the responsibility of each student.

# MSHSL and MDE

- A booster club organized activity can result in violations of MSHSL rules, policies and bylaws.
- If the youth program has its own booster club then that club must provide payment for time/work provided for the students who worked the tournament.
- Youth booster club need to know they cannot organize team activities nor can they provide transportation, meals or tickets to your student athletes.
- All summer participation is non-school participation
- If you operate a summer program, even though you are a high school coach and the camp attendees are students from your high school program it is still a non-school program.
- Booster clubs cannot fund or support a summer program because it is a non-school program.

# Schools and Parent Groups

- How can we work together?
- How are coaches allocated?
- How does uniform rotation work?
- What determines whether the school can pick up the cost of an item?
- How is money allocated to programs?
- How can parent groups raise money?
- Fundraising vendors and volunteers

# Resources and Questions

**Questions, please call :**

Tom Develice, Athletic Director, Coon Rapids High School, 763-506-7125

Liz Burgard, Parent Involvement Program Coordinator, 763-506-1282

Visit : [www.ahschools.us/PTOboosterclubs](http://www.ahschools.us/PTOboosterclubs)

Stop in : Parent Resource Center - books