



Support Organization Information 2017

Springboro Community City School
District

Terrah Floyd

Treasurer/CFO



Board Policies and Guidelines

- District Support Organizations Policy: 9211
- Separate Legal Entities
- Informational links are under District Support Organizations on the Treasurer's Page
- Yearly requirements to remain as a district support organization

Initial Formation – Step 1

To be legally organized, a non-profit must file a form 532B:

- **File article of Incorporation with S.O.S.**
 - Includes information such as: Name, Location, Purpose, Directors, Provisions, etc.
- **Appointing a Statutory Agent**
 - i.e. someone to receive notices and other documents on the corporations behalf.

- A form 522 (Statement of Continued Existence) must be filed every 5 years, the S.O.S. will notify the organization prior to deadline.

Please note, that the documents mentioned above are now available to file online at the website below:

- <https://www.sos.state.oh.us/sos/upload/business/forms/522.pdf>



Obtain Unique EIN # : IRS – Step 2

- Must obtain own Employer Identification #, separate from the District's EIN
 - Allows you to open separate bank account in the Corporations name
- This can be done by filing out the form SS-4 (Application for Employer Identification Number)
 - This can be done online at the website below:
 - <https://www.irs.gov/pub/irs-pdf/fss4.pdf>



Apply for Tax Exempt Status – Step 3

- File a form 1023 or 1023-EZ through the IRS to become a 501C(3) Charitable Organization
- Some benefits include:
 - Exempt from Federal Income Tax
 - Eligible to receive tax-deductible charitable contributions
- The 1023 or 1023-EZ can be filled out at the website below:
 - <https://www.irs.gov/uac/about-form-1023>

You will receive a Letter of Determination. Save this letter, as this is the document that proves the organization does not have to pay federal tax!!!



Ohio Attorney General – Step 4

- Beginning in 2012, all charitable organizations must register with the Ohio Attorney General
 - R.C. 109.23 and R.C. 1716.02
 - Note this ties to the annual filing requirements with the A.G.
- Every Organization will obtain a username and password
 - Receive filing reminders, list name on approved database

You can register at the website below:

- <http://www.ohioattorneygeneral.gov/Business-and-Non-Profits/Charity/Charitable-Registration.aspx>

If you are unaware if you are registered, please visit Research Charities at the link above and search by EIN



District Registration – Step 5

- Contact the School District Superintendent/Treasurer prior to beginning the process
 - Submit copies of :
 - Approved Bylaws
 - Articles of incorporation/ EIN
 - List of officers
 - Letter of Determination
 - Statement of Continued Existence



Annual Filing Requirements - IRS

- Form 990, due on the 15th day of the 5th month following fiscal year end – November 15th for June 30th year end.
- 3 year failure = automatic revoke of tax exempt status
 - <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>



Annual Filing Requirements – Attorney General

- Person who registered with Attorney General will receive notifications that annual filing is approaching
 - Note : Not a bad idea to either have a universal e-mail address that certain people can access or have 3 or 4 people put their e-mails in to get notifications

Filing is done online at the website below:

- <http://www.ohioattorneygeneral.gov/Business-and-Non-Profits/Charity/Charitable-Registration.aspx>

- Refer to Ohio Attorney General Charitable Registration Tool Tips at the link above for any questions



Insurance Coverage

- General Liability Insurance

- District extended coverage for those listed as Board Approved Support Organizations
- Offered at no cost to groups

- Surety Bond/Dishonesty Bond Insurance

- Separate Legal entity District, therefore not covered under the District's Surety



Suggested Receipt Procedures

- Develop internal controls, try to limit cash
- Review budgeted receipts to actual, present at board meetings
- Have 2 people verify bank reconciliations
- Charitable Contributions: Substantiation & Disclosure Requirements
 - Written acknowledgement >\$250 (IRS Pub 1771)
 - Quid Pro Quo written acknowledgement >\$75 (IRS Publication 9021)



Suggested Expenditure Procedures

- Internal Controls
 - Dual Signatures
 - Limit use of debit cards for emergencies
 - Reconcile bank accounts monthly, provide at board meetings
 - Have 2 people with bank access to double check
 - Consider performing internal audit or yearly review if cost effective
 - Purchase surety bond



Helpful Sites

- PTO Today - <http://www.ptotoday.com/>
- IRS Help – www.irs.gov – 877-829-5500
- Parent Booster USA - <https://parentbooster.org/>
- National Center for Charitable Statistics - <http://nccs.urban.org/>
- Ohio Ethics Commission - <http://www.ethics.ohio.gov/>
- Ohio Attorney General - <http://www.ohioattorneygeneral.gov/> 614-466-3181
- Non Profit Law - <http://www.nonprofitlaw.com/>