

## **FBPA Board Policy and Procedures**

**10/25/2021 V 1.1**

**FRIENDS OF BERLIN PERFORMING ARTS (FBPA) MISSION STATEMENT:** A parent organization existing to promote the performing arts programs and activities for the students of Olentangy Berlin High School (OBHS) and Berkshire Middle School (BMS)

### **PURPOSE:**

To promote communication and greater involvement between the school and the community, including parents and other interested citizens, and to support the students of the District. While fundraising and financial support may be a major part of our organization's activities, FBPA also strives to further the Districts and school's goals and objectives.

FBPA Board shall organize and function in a way that is consistent with the Districts philosophy and objectives in accordance with the applicable guidelines, federal, state, local financial and audit regulations.

### **DISTRICT EMPLOYEE AND BOARD REQUIREMENTS:**

A District employee may serve on the FBPA Board or as a general member of FBPA except in the position of Treasurer or any capacity over the organization's financial affairs, including an authorized signer on the bank account. Board members are not required to have a student currently enrolled in OBHS or BMS. Performing arts directors are prohibited from holding board positions due to conflict of interest.

### **BOARD RESPONSIBILITIES:**

The Board shall approve and recognize through the Superintendent and Principal only those goals that meet established guidelines and, in the opinion of the Board, operate for the benefit of the school and its students. FBPA is a separate legal entity, distinct from the District.

### **BOOSTER BOUNDARIES:**

FBPA recognizes that it has no authority to direct any school employee in any of his or her duties. Further, FBPA has no authority to guide, direct, or establish guidelines for any school or student activity. Similarly, FBPA officers may not assume duties that are the responsibility of staff members. Organizational bylaws shall include provisions for disposal of funds and/or property to the District in case said organization disbands or ceases to operate.

## **BOOSTER EXPECTATIONS:**

FBPA strives to maintain a positive working relationship with the school administrators and all directors involved in the performing arts programs in order to benefit the students' best interests. In order for this goal to be accomplished, it is strongly encouraged that the OBHS, BMS and directors assist in the promotion and student involvement in the organization including fundraising and sponsored activity programs. This includes the distribution of information to FBPA, parents or guardians, and students from the directors. Information may include volunteer opportunities, fundraising programs, sponsored events and assistance in the collection of any fees or monies needed by directors for programs (camps, equipment, etc.). Information shared to FBPA may include parent or student names and contact information such as email and phone numbers used for bookkeeping and general information purposes. Information will not be shared, sold or provided to any vendors or entities outside of FBPA for any reason without signed consent. Failure to provide parental or student contact information to FBPA will significantly impair the relationship of FBPA to the community of parents and students it serves and reduce fundraising and activity organization activities.

## **FUNDRAISING PROJECTS:**

Fundraising projects are subject to state and federal law and District policies and regulations. FBPA has obtained non-profit status (501(c)(3)) from the Internal Revenue Service.

Booster organizations cannot require members or students to fundraise specific amounts as a requirement for future activities or funding. All parents and students are invited and strongly encouraged to participate in fundraising and activities. Boosters cannot use individual accounts to credit individuals for funds raised.

Prior to any fundraising projects, parent organizations and booster clubs shall obtain approval from the designated school principal to ensure no conflict of schedules with other school functions and their compliance with District guidelines.

**Completion of Activities Request form (Google form):** Any fundraising activity or event requiring booster funding or volunteers should be submitted for approval to FBPA a minimum of 30 days prior to the planned event for approval. Submission of request(s) does not guarantee approval and is dependent on available funding and personnel. Form must include:

1. Name of Director/Event/Organization
2. Name and phone/email of event/organization representative
3. Name and contact information of fundraising lead
4. Name and contact of person handling monies collected during the fundraiser

## **PURCHASES FOR SCHOOL:**

FBPA shall not make purchases in the name of the District. Items must be purchased by FBPA. Equipment or material purchased for schools by FBPA shall become property of the District through

donation. The Olentangy Board of Education (BOE) will formally accept donations upon review during BOE meetings. Contact the District Treasurer's office to donate any items of funds.

#### **FUND EXPENDITURES RESPONSIBILITY:**

It is the responsibility of the FBPA Treasurer to maintain all financial records and statements of monies collected. The Treasurer will provide an account review that will be maintained and reconciled on a monthly basis including account statements or any additional financial information as requested by the FBPA Board. Expenditure of funds is restricted for student activities and programs and it is the responsibility of the Board to direct these funds in an appropriate manner respectful of the parents and students involved in the organization.

All expenditures must be made from existing cash reserves. No member of FBPA can agree to enter into any ongoing financial agreements or expenditures that are not immediately able to be covered by available funds.

Request for expenditures must be submitted by the appropriate **Purchasing Request Form (Google form)** including:

1. Name of Director/Event/Organization
2. Name, phone and email of person requesting
3. Items being requested including number needed, specific model, sizes, colors, preferred vendor or purchase location, cost per items and total monies being requested.
4. Purchase order must be included. A separate purchase order may be needed for multiple items. Please reference groups of items needed for an event or activity for approval.

Submission of expenditure requests will be reviewed and voted on by the FBPA Board for approval. Requests will be prioritized in accordance of need and available funds. There is no guarantee of approval. Funds may be earmarked for specific use into the FBPA accounts for specific directors/future spending with the advanced approval of the Board. Monies collected for specific use at events and any fundraising activity must be handled in accordance with District and Board policies.

There will be no pre-determined agreement between the directors and the Board on the division of funds. All general funds are potentially available to all directors equally to promote student activities and programs. Funds are not meant to be evenly distributed amongst directors or programs and will be approved for disbursement based on needs and availability at time of request.

#### **DIRECTOR FUNDING REQUESTS:**

FBPA funds are committed to the promotion of student performing arts activities and programs. All monies collected are subject to any and all taxes, fees and overhead expenses to maintain the organization. Detailed monthly/quarterly financial statements will be provided for review. A yearly budget may not be expected to exist for a minimum of 3 estimated full school year cycles providing a reliable and consistent revenue stream is established.

#### **BANQUETS AND SPONSORED EVENTS:**

The director or lead organization is responsible for all facets of the end-of-season awards banquet. The director/organization may delegate these responsibilities to FBPA with prior approval of the Board; however, the program and the agenda must be approved by the director.

- The awards given out at the banquet will be distributed by the Director/assistants
- The Director/organization is responsible for securing the venue

#### **CONCESSIONS FUNDING REQUESTS:**

An estimated season concession budget will be submitted to the board in August for fall concession season and the following March for spring concession season. This budget is subject to change based on product availability and stock. The concession lead(s) will be able to submit a google request for additional funds as needed during the season.

#### **CASH DRAWER RECONCILIATION PROCESS:**

All monies collected or used for events are expected to be accounted for per the approved process. Students should not handle money. For safety and accountability, two adult volunteers are required to be present in the concession stand for each scheduled event. After a confirmatory tally by FBPA Board members, deposits are to be placed in a sealed deposit envelop with deposit slip with the following information provided:

1. Event name and date
2. Amount collected
3. Names of parties responsible for deposit (should be 2 names per event)

All deposit envelopes should be placed in a drop box safe or immediately deposited into the FBPA account at First Commonwealth Bank. No monies should be taken to a personal place of residence of any volunteer of FBPA Board member. A single exception may be pre-approved by the Board for late night events for the personal safety of the FBPA Treasurer where the deposit has been totaled and confirmed by another Board member and sealed in an envelope for deposit the next morning. The FBPA treasurer will inform the board of the amount deposited into the account.

Electronic transactions (credit card, Paypal, Square) deposit directly into the FBPA account and do not require additional receipts at this time. Personal receipts may be requested by payee and should be available upon request.

Directors may place donations or monies for events into independent school activity fund accounts separate from FBPA. It is the responsibility of the director, not FBPA, to assure safe handling and financial accounting of those funds.

#### **CASH DRAWER RECONCILIATION PROCESS**

After each event (concessions, fundraiser, etc.) is over, volunteers are responsible for reconciling the cash drawer, completing the Cash Drawer Tally Sheet, deposit slip and signing the envelop. All cash sales must be counted immediately after the event window, stand or table is closed for business.

#### **Opening Cash Drawer:**

1. Volunteers will receive a folder with information to run the drawer for the night: containing the following: Cash register beginning cash till of \$180 and one deposit envelope.
2. Please count register beginning cash and note if till is in error on envelope
3. Begin event operations

**Closing Cash Drawer:**

1. Once event operations close for your drawer, count and record all cash in drawer.
2. Deduct beginning cash till balance for all events (\$180) and place back into zippered bag. Exceptions to be determined by FBPA Treasurer and Board.
3. Cash total must be verified by at least one other person besides the preparer. Please write your name, event, date and cash drawer number on the envelope.
4. Give completed deposit envelope to FBPA member for final verification or place in safe.
5. You are free to leave once verification has been completed. Thank you for volunteering!

**CURRENT BOARD/OFFICERS:**

**OFFICERS:**

Melissa Hagerman	President	<a href="mailto:olentangyfbpa@gmail.com">olentangyfbpa@gmail.com</a>
Denise Morrison	Vice-President	<a href="mailto:dmc.morrison@gmail.com">dmc.morrison@gmail.com</a>
Joe Troxell	Vice-President	<a href="mailto:joetroxell@gmail.com">joetroxell@gmail.com</a>
Keith Rubadue	Treasurer	<a href="mailto:fbpatreasurer@yahoo.com">fbpatreasurer@yahoo.com</a>
Jessica Spelman	Secretary	<a href="mailto:fbpasecretar@gmail.com">fbpasecretar@gmail.com</a>

**NON-BOARD MEMBERS:**

Kariena Turner	Head Concession Lead
Laura Zimmerman	Concessions Lead/Pepsi Lead
Dana Ray	Concession Lead

**Bank account access:** Melissa Hagerman, Denise Morrison, Keith Rubadue

**Credit card holders:** Melissa Hagerman, Denise Morrison, Keith Rubadue, Kariena Turner

**Key holders concessions:** Melissa Hagerman, Kariena Turner, Laura Zimmerman

**Lock box key holders:** Melissa Hagerman, Keith Rubadue

**Safe access:** (combo changed 9/2021) Melissa Hagerman, Denise Morrison, Keith Rubadue, Kariena Turner, Laura Zimmerman, Dana Ray

