



It's Your Time to Shine!

BOOSTER MEETING 2022-2023

FINANCES

9/13/2022

MEMBERSHIP DUES

- Parent membership dues are collected by the Booster/PTA only for their organization.
- Dues paid to Booster/PTA are for **adults only**.
- Membership dues paid thru Booster/PTA **does not** cover student collected fees or dues, field trip expenses or any other school related events.

FUNDRAISING

- There can be no **co-mingling** between Booster/PTA and school sponsored events. Organization can only donate to the school.
- Booster/PTA must be approved to fundraise using the FM-6570 or FM-6571 forms.
- School sponsors will use FM-1018 and submit application to school treasurer for approval.
- Parents can assist a school sponsor with paperwork, but everything goes through the school. All correspondences must be to the attention of the school sponsor.

DONATIONS

- Booster/PTA can donate to the school.
- Submit a signed donation letter on Booster/PTA letterhead with a clear intent of the usage of funds donated.
- Submit letter, donated funds (booster check or cash) to the school sponsor or school treasurer.
- Funds donated to the school for **general use**, the donation letter should be written to “Coral Reef Senior High’s Special Purpose Account” **not** “at the discretion of the principal”.
- Checks are made payable to Coral Reef Senior High School.

FIELD TRIP

- Booster/PTA can only assist the school sponsor with paperwork for the field trip, but all funds must be donated to the school for payment to vendors. All correspondence must be to the attention of the school sponsor.
- Booster/PTA **cannot** submit a deposit or payment to vendors for school sponsored events.
- Booster/PTA **cannot** collect directly from a parent/student for a school sponsored activity.
- Donations must be submitted to the school. The treasurer’s office is open during the summer.

EOY BANQUET/EVENT

- Assist school sponsor with the location of the banquet.
NO FAITH-BASED LOCATIONS THAT MIGHT HAVE A BANQUET HALL OR PRIVATE HOMES.
- Booster/PTA **cannot** sign contracts or agreements.
- All correspondences should be to the school sponsor.
- Booster/PTA **cannot** pay a deposit or payment to the venue.
- Funds must be donated to the school - **no co-mingling.**

COLLECTIONS

- Assist school sponsor with a school activity.
- Must check out a receipt book or tickets with the school treasurer.
- Funds are deposited into the Internal Fund account with the school treasurer.

SALES TAX EXEMPTION

- Booster/PTSA must have their own sales tax exemption certificate.
- If you are assisting with a school activity the vendor needs a sales tax-exempt certificate, please send information to the school treasurer (bowlesk@dadeschools.net)

The school's sales tax-exempt certificate is only given to a vendor with an approved purchase order on file.

Raise Money for your School Using Crowdfunding

- There are strict Regional guidelines that must be followed, please contact the Activities Office for procedures.
- When ever using the school's name or location, you must have Principal and Region approval.
- Must complete the FM-6570/FM-6571 forms with Activities office.
- Check to see if fundraising check from private companies can be made payable to your Booster/PTA.
- Please notify school treasurer about fundraising checks made payable to the school. For example: Box Top, Target, Walmart, Amazon Smile, etc.



• Any questions or concerns, please feel free to contact me at bowlesk@dadeschools.net or 305-232-2044 x2128

• Kandi Bowles, Treasurer