



FBPA Board Policy and Procedures 2/14/2019 V 1.0



FRIENDS OF BERLIN PERFORMING ARTS (FBPA) MISSION STATEMENT: A parent organization existing to promote the performing arts programs and activities for the students at Olenyongy Berlin High School and Berkshire Middle School.

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 District's and school's goals and objectives.

FBPA Board shall organize and function in a way that is consistent with the District's philosophy and objectives in accordance with 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 for in the position of Treasurer. Board members are not required to have a student currently enrolled in OBHS or BMS. Performing arts directors and their immediate family members are prohibited from holding board positions due to conflict of interest.

BOARD RESPONSIBILITY: 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 of parent and student involvement in the organization including fundraising and sponsored activity programs. This includes the distribution of information to FBPA, parents 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 the directors for programs (camps, equipment, etc). Information shared to FBPA may include parent and 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 parental consent. Failure to provide parental and 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 efforts.

FUNDRAISING PROJECTS: Fundraising projects are subject to state and federal law and District policies and regulations. FBPA has obtained or has applied to obtain nonprofit 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 activities and fundraisers. 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 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 for fundraising lead
4. Name and contact of person handling monies collected during 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 the property of the District through donation. The Olentangy Board of Education will formally accept donations upon review during B.O.E. meeting. Contact the District Treasurer's office to donate any items or 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 from 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 are 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.

Requests 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 specific model numbers, sizes, numbers needed, colors, cost per item and total cost requested and place of purchase.
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 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 school year cycles providing a reliable and consistent revenue stream is established.

BANQUETS and SPONSORED EVENTS: The director or lead organizer is responsible for all facets of the end-of-season awards banquet. The director/organizer 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/organizer is responsible for securing the venue.

CASH DRAWER RECONCILIATION PROCESS: All monies collected or used for events are expected to be accounted for per the approved process (Schedule A). Students should not be handling money. After confirmatory tally by FBPA board members, deposits are to be placed in a sealed deposit envelope with deposit slip (Schedule B) with the following information provided:

1. Event name and date
2. Amount collected
3. Names of parties responsible for deposit

All deposit envelopes should be placed in a drop safe or immediately deposited into the FBPA account at First Commonwealth Bank. No monies should ever be taken to personal place of residence of any volunteer or FBPA board member under any circumstances.

Electronic transactions (credit cards/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 funds separate from FBPA. It is the responsibility of the director, not FBPA, to assure safe handling and final accounting of those funds.

(Schedule A)
V2. 1/31/2019

CASH DRAWER RECONCILIATION PROCESS: After each event (concessions, fundraiser) is over, concession workers are responsible for reconciling the cash drawer, completing the Cash Drawer Tally Sheet and deposit slip. All cash sales must be counted immediately after the event window or stand is closed for business.

Opening Cash Drawer

- Volunteers will receive a main Ziploc bag containing the following:
- Cash register beginning cash till
- 1 Blank Cash Drawer Tally Sheet
- 1 Blank Deposit Slip
- Extra Ziploc bag
- Please count register beginning cash and note actual balance on Cash Drawer Tally Sheet (Reference A).
- Begin event operations.

Closing Cash Drawer

- Once event operations close for your drawer, count and record all cash in drawer including beginning cash on Cash Tally Sheet (Reference B on Cash Tally Sheet).
- Deduct Beginning cash balance A from B. This will be the amount to record on Deposit Slip.
- Cash Tally Sheet must be verified by at least one other person besides preparer. Please write your initials in the right corner of the Cash Drawer Tally Sheet.
- Place completed deposit slip in Ziploc bag along with completed Cash Drawer Tally sheet and deposit cash in main Ziploc bag.
- Put remaining cash (beginning Cash for next event) in extra Ziploc provided; place this Ziploc in the main bag.
- When steps above are completed, give your drawer and Ziplocs to a FBPA board member for final verification.
- You are free to leave once verification has been completed. Thank you for volunteering!!

(Schedule B): Attachment: Cash Drawer Tally Sheet V2

Current Board/Officers

Melissa Hagerman:	President	olentangyfbpa@gmail.com
Denise Morrison-Cambier:	Vice-President	dmc6.morrison@aol.com
Patricia Walker:	Treasurer	pcwalker619@yahoo.com
Rosemarie Welch:	Co-Secretary	welch2279@gmail.com

FBPA Non-officer positions:		
Hayley Edgson	Concessions Lead	edgsons@gmail.com
Laura Zimmerman:	Co-Concessions Lead	zimmerman.411@osu.edu
Jennifer Brinckerhoff	Webmaster	brinckerhoffj@yahoo.com

Bank account: (First Commonwealth) authorized credit card holders: Melissa Hagerman, Patricia Walker (deposit key), Hayley Edgson, Denise Morrison-Cambier.

Concession Keys: Melissa Hagerman, Denise Morrison, Hayley Edgson, Laura Zimmerman

Safe access/Lock box access: Melissa Hagerman, Denise Morrison, Hayley Edgson, Laura Zimmerman, Patricia Walker