



Bronco Foundation Finance Manual

Overview

This manual is intended to provide guidance regarding Foundation deposits, reimbursements, and fundraisers. Please refer to ASB and Co-Curricular for rules regarding those accounts.

As a 501(c)3 non-profit organization, the Bronco Foundation serves as the fundraising umbrella over all of CNEC's booster groups and organizations. Our financial secretary maintains and oversees the finances of the Foundation Board as well as all of the booster groups. We provide banking, maintenance of the non-profit status, tax filings, and the full service of our financial secretary to all of the organizations under our umbrella.

Resources

Bronco Foundation Office

Located in the "A" building on the CNEC campus behind the Student Services front desk

Foundation Financial Secretary

Lynn Wampler (559) 327-5065
lynnwampler@cusd.com

Foundation Email

broncofoundation@gmail.com

Foundation Website

www.broncofoundation.com

You will find the names of all Foundation Officers and Directors, links to financial and fundraising forms, and other helpful information.

Bronco Foundation Federal Tax ID Number (EIN): 71-1036638

Bronco Foundation Procedures

Deposits

Important: The CUSD Revenue Matrix (see attached) specifies where your funds can be deposited, and there are no exceptions. Please consult the Matrix before submitting a deposit with the Foundation; all inappropriate submissions will be denied.

- A completed Cash Box Deposit/Reconciliation Form (attached) must accompany each deposit.
 - Cash boxes:
 - Fill out the cash box deposit form at the end of the event. Have it verified by two people.
 - Give cash box to a CNEC Administrator to be placed in the school vault.
 - Pursuant to our non-profit status, all checks should be made payable to “Bronco Foundation” with a note on the memo line stating the applicable club or organization. Beware, we cannot take any check made payable to “Clovis Unified.”
 - Please make sure your booster parents are educated on these procedures.
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Reimbursements

- No reimbursements may be made out of a cash box.
 - To have a check issued, submit a completed Foundation Reimbursement/Check Request Form (attached) with the invoice or receipt to the Foundation office. Make sure you have obtained all required signatures.
 - A payment request can be denied if your account contains insufficient funds, or if the request is an improper use of Foundation funds. Please refer to the Foundation’s short list of exceptions for payments on page 4. Note: all requests will be reviewed and approved by CNEC Administration.
 - Please allow a 10-day turnaround for reimbursements.
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Fundraisers

- For all Foundation fundraisers and/or events, please contact the financial secretary no later than one month before your event to let us know how we can assist with your event, including assistance with obtaining insurance, providing cash boxes, and/or credit card readers, and borrowing decorations.

- It is your responsibility to obtain an ABC liquor license when alcohol will be served at your event, and an insurance certificate when your event is off-campus (we can help you obtain the coverage). Failure to do so may cause your event to be canceled. You must email a copy of your ABC license to the financial secretary at least five days before your event.

The CUSD Revenue Maxtrix

Explanation

CUSD maintains a Revenue Matrix to direct where all sources of income earned by CUSD groups and organizations must be deposited. It is meant to ensure compliance with the strict regulations surrounding ASB funds and thereby directs student-raised funds to ASB accounts.

It is Clovis North's policy to strictly adhere to the Matrix, and any categorical questions shall be resolved by the principal.

Highlights

Below are highlights of key categories. Please refer to the complete CUSD Matrix for all deposits.

Source of Revenue	Allowable Deposit Account	
	ASB	Foundation
Snack Bars <i>(note one exception: Football concessions can go to ASB)</i>		X
Uniforms	X	
Sports Admission/Gates	X	
Tournament Entry Fees	X	X

****Important Addition****

The 2009 CUSD Revenue Matrix was drafted long before the advent of online fundraising campaigns; hence it does not address where such revenue must be deposited. Because

donors are making tax-deductible donations, the funds must be deposited into the Foundation non-profit account.

Expenses

The General Rule

Nearly any expense can be reimbursed or paid out of your Foundation account.

Limitations and Exceptions

- Your requesting organization's account must contain sufficient funds to cover the reimbursement request. The Foundation's financial secretary will check the account balance.
- The principal will review every request and deny any reimbursements that he/she deems unacceptable (example: unreasonably expensive steak dinners).
- Meal reimbursements should be aligned with the CUSD per diem rate. Receipts cannot include personal alcohol purchases. To receive reimbursement, an itemized receipt must be submitted.
- To maintain our non-profit status, the Foundation must adhere to strict rules regarding the donation of its funds to other causes. Such requests for payment/reimbursement will be carefully scrutinized to ensure the following:
 - The donation must advance the Bronco Foundation's charitable mission.
 - No conflict of interest: families, friends, or associates of the person(s) responsible for the donation cannot benefit in any way.
- The Foundation's non-profit status does not allow any funds to be spent for political purposes.
- The Foundation cannot pay/reimburse for an expense that subjects it to liability. These are rare instances determined on a case-by-case basis. Examples include bringing snakes on campus or renting a scissor lift. You should first contact the Bronco Foundation if your contract for services or purchase involves anything risky or dangerous. The Foundation does not allow reimbursement for personal alcohol consumption.