



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 names and contact information of all Foundation officers and directors, links to financial and fundraising forms, and other helpful information.

Bronco Foundation Procedures

Deposits

Important: The CUSD Revenue Matrix (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.
 - Email a picture of the form to broncofoundation@gmail.com as soon as it is filled out.
- 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 are not allowed to take any check made payable to “Clovis Unified.”
- Please make sure your booster parents are aware of these procedures.

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. For prompt payment please obtain the 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 payment on page 4. **Note:** all requests will be reviewed by CNEC administration.
- Please allow a 10-day turnaround for reimbursements.

Fundraisers

- For all Foundation fundraisers, please fill out the online Foundation Fundraiser request form, located at <https://www.broncofoundation.com/booster-groups>, **at least one month before your event**. By completing our form, you will let us know how we can assist with your event, from obtaining insurance to providing squares, cash boxes, and décor.
- You will need to obtain an ABC license when alcohol will be served at your event, and an insurance certificate when your event is off campus. (We will help you obtain the insurance coverage.) Failure to do so may cause your event to be cancelled at the last minute, and no one wants that. Please email a copy of your ABC license to broncofoundation@gmail.com at least five days before your event.

The CUSD Revenue Matrix

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 still 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/Athletic Gates	X	
Tournament Entry Fees	X	X

****Important Addition****

The 2009 CUSD Revenue Matrix was drafted long before the advent of online fundraising campaigns such as Snap Raise; hence it does not specifically 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. However, if the proceeds belong in ASB, the Foundation will accept the online campaign revenue and then transfer that amount to your organization's ASB account. Note: Since Snap Raise in particular is a student-driven fundraiser, those proceeds will go into your ASB account.

EXPENSES

THE GENERAL RULE

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

LIMITATIONS AND EXCEPTIONS

1. Your requesting organization's account must contain sufficient funds to cover the reimbursement request. The Foundation Financial Secretary will check the account status.
2. The principal will review every request and deny any reimbursements that he/she deems unacceptable (example: unreasonably expensive steak dinner).
3. To maintain our non-profit status, the Foundation must adhere to strict rules regarding donations of its funds to other causes. Such requests for payment/reimbursement will be carefully scrutinized to ensure the following:
 - a. The donation must advance the Bronco Foundation's charitable mission.
 - b. No conflict of interest: families, friends, or associates of the person(s) responsible for the donation cannot benefit in any way.
4. The Foundation's non-profit status does not allow any funds to be spent for political purposes.
5. 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 and renting a scissor lift. You should first contact the Bronco Foundation if your contract for services or purchase involves anything risky or dangerous.
6. The Foundation will not pay/reimburse for educational/instructional stipends.
7. Consistent with policies already in place, the Foundation will not pay/reimburse for student trip expenses. It is the Foundation's understanding that trips taken in-season go through ASB, while trips out-of-season go through co-curricular.

Clovis Unified School District
Revenue Matrix - Sources of Income
ASB, Co-Curricular and Foundation/PTC's
Effective for Activities and Fundraisers after 10/12/09

Source	Associated Student Body	Foundation Parent Club or Booster Organization	Co-Curricular	**** Fund Raiser/Activity
Concessions:				
Football	X	X		ACT
Food sold at individual games by parents/booster organizations		X		ACT
Food sold at individual games by students for the sport's program		X		ACT
Elementary snack bars		X		
Yearbooks:				
Sales of books	X			ACT
Sales of ad pages	X			FR
Plays, Concerts, and Performances:				
Admission Costs	X			ACT
Programs	X	X		ACT
Ads in Programs	X	X		FR
Snack Bars				
Run by Students		X		ACT
Run by advisors		X		ACT
Run by parents/booster organizations		X		ACT
T-shirts and Sweatshirts	X	X		ACT
Dances, Secondary (e.g. Formals, Prom, Sadie H., Misc.)	X			ACT
Dances, Elementary (e.g. Mother/Son, Father/Daughter....)	X	X		ACT
Newspaper:				
Ads in Programs	X			FR
Subscriptions	X			FR
Literary Magazine	X			ACT
Student Trips/Conferences	X	X	X	ACT
Spirit Wear	X	X		FR
Sports admissions/Athletic Gates	X			ACT
Disneyland/Senior Picnic	X			ACT
Sober Grad Night		X		ACT
Raffles		X		FR
Fashion Shows		X		FR
Book Fair	X	X		FR
Jog-a-thons	X			FR
Various "A-thons" (e.g. basketball shoot-a-thon)	X			FR
Carnivals		X		FR
Uniform purchases	X			ACT
Parking permits	X			ACT
I.D. Card replacement	X			ACT
Student Stores	X	X		ACT
Pennies for ??? (charitable events)		X		FR
Friday Night Flicks	X	X		FR

Note: Student Stores run by the Foundation must share a percentage of their net profit with the ASB.

Fundraiser Approval: If students are actively/directly involved in the fundraiser, then Governing Board approval is required, regardless of whether the dollars go to ASB or Foundation Accounts.

**** Note: All fundraisers must have board approval.

Clovis Unified School District
Revenue Matrix - Sources of Income
ASB, Co-Curricular and Foundation/PTC's
Effective for Activities and Fundraisers after 10/12/09

Source	Associated Student Body	Foundation Parent Club or Booster Organization	Co-Curricular	**** Fund Raiser/ Activity
Fireworks Booth		X		FR
Golf Tournaments		X		FR
Entertainment Books	X	X		FR
Flowers sold at Events (i.e. Graduation)		X		FR
Poinsettia's/Wreaths (during holidays)	X	X		FR
Craft Sales/Plant Sales	X			FR
Landscaping/Students working for donations	X			FR
Rummage Sales	X	X		FR
Car Washes	X	X		FR
Catalog Sales/Xmas Paper/Candles/Gift Items/Cookie Dough	X	X		FR
Fundraising Dinners (i.e. Cinco de Mayo, Asian Club...)	X	X		FR
Calendars	X	X		FR
Adult Dinner/Dance (i.e. BBQ's, crab fests....)		X		FR/ACT
Recycling (eventually, this will be a district program)	X			FR
Donations by businesses for patronage (i.e. \$5.00 per each pizza purchased on certain date)	X	X		FR
Donations by businesses for attendance at event (i.e. band/cheerleaders perform at Grand Opening)	X			ACT
Donations by businesses - misc. (i.e. Target, Wal Mart, Coke)	X	X		ACT
Parking at events	X	X		FR
Activity Passes (for admission into games and dances)	X			ACT
Media Guides/Programs/Poster for Athletic teams	X	X		FR
Resale type of items to students (i.e. spirit packs)	X			ACT
P.E. Clothes	X			ACT
Camps/Clinics (where students are taught techniques)			X	ACT
Tournaments (entry fees)				
CUSD schools only - Elementary			X	ACT
CUSD schools only - Secondary	X	X		ACT
All CIF approved tournaments	X	X		ACT
Schools from outside of district and not CIF approved			X	ACT
Pep & Cheer Competitions	X	X		ACT
Band & Color Guard Competitions	X	X		ACT
Candy Sales				
Students are selling candy (candy bars)	X	X		FR
Candy is being sold out of the snack bar		X		ACT
Candy is being sold by a club advisor out of his/her classroom	X			FR
Food fair (school wide sale of food by various student body groups)	X			ACT

**** Note: All fundraisers must have board approval.



BRONCO FOUNDATION Reimbursement/Check Request Form

Checks will not be issued without authorized signatures. Please obtain the signatures of the advisor and LD/AD before submitting to the Foundation office and attach all receipts/invoices.
Allow up to 10 days for reimbursement for Foundation-allowable expenses.

Organization: _____

Date Submitted: _____

Issue Check To: _____

Submitted By: _____

☐ Pick up check

☐ Have check mailed (provide full address)

Quantity	Description	Unit Cost	Total
Available Balance: _____		Total:	

APPROVED BY:

1. _____
Coach/Advisor

2. _____
LD/AD

3. _____
Principal

Date

Date

Date

Date Paid: _____

Check Number: _____

Check Amount: _____



BRONCO FOUNDATION Cash Box Deposit Form

Event Name: _____

Event Date: _____

Staffed by: _____

IMPORTANT:

- Complete at end of event, verify by two people, and turn in with cash box.
- Take a picture of completed form and email to broncofoundation@gmail.com at end of event.
- DO NOT pay anyone (or for anything) out of cash box.

Currency

	@ \$100 =	\$
	@ \$50 =	\$
	@ \$20 =	\$
	@ \$10 =	\$
	@ \$5 =	\$
	@ \$2 =	\$
	@ \$1 =	\$
	Total	\$

Coin

	@ \$1.00 =	\$
	@ .50¢ =	\$
	@ .25¢ =	\$
	@ .10¢ =	\$
	@ .05¢ =	\$
	@ .01¢ =	\$
	Total	\$

Currency Total: \$ _____

Coin Total: \$ _____

Total: \$ _____

Total (check/currency/coin): \$ _____

Less Start-up Cash: (\$ _____)

Total Deposit: \$ _____

Number of Checks: _____

Check Total: \$ _____

TWO Verifications Required:

1. _____
 Print Name Signature Date Time

2. _____
 Print Name Signature Date Time

Start-up Cash:

\$ _____

\$20	
\$10	
\$5	
\$1	
25¢	
10¢	
5¢	