



BOOSTER CLUB LIFECYCLE CHECKLIST

Start-up: organize properly

- Incorporate
- Obtain EIN
- Adopt bylaws
- Adopt financial controls
- Apply for 501(c)(3) status
- Apply for state tax exemption (sales & income tax)
- Register to fundraise with state

New school year (or new fiscal year): operate properly

- Elect officers
- Adopt budget
- Review/amend bylaws
- Review/amend financial controls
- Calendar federal & state report due dates

End of school year (or fiscal year)

- Conduct annual financial review
- Update contact (new officer) information with
 - PBUSA
 - School/school district
- Transfer records/passwords to new officers
 - PBUSA
 - PBUSA Briefcase
 - Financial/accounting information
 - Governance documents – articles of incorporation, bylaws, minutes
- Bank accounts – update signature cards

On-going operational requirements

- File required reports (know your fiscal year dates)
 - ___ IRS 990-series return (based on fiscal year end)
 - ___ State corporate report
 - ___ State sales tax renewal
 - ___ State fundraising registration
- Report to members regularly (budget, programs)
- Ensure your fundraisers support your tax-exempt mission
- Maintain minutes of all board, committee, and other meetings