



**2023
VNET
EXPO**

**Saturday,
August 5th**

Start time: 8:00am

Location: TBD

Bring your new Board, attend the District mandatory meeting, & get prepped for the new school year!

AUDITS & END OF THE YEAR FINANCIAL TIPS

Tax Forms:

- *Formal Nonprofit under \$50,000 gross-
Complete the E-Postcard 990-N
- *Formal Nonprofit over \$50,000 gross - Form 990
- *Informal nonprofit organization-
Complete your business form 1120.



FORM 990: <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>

FORM 1120: <https://www.irs.gov/forms-pubs/about-form-1120>

AZ State Corporation Fees:

Login to your account online and pay this each year (\$10 fee).

AZ CORPORATE COMMISSION: <https://www.azcc.gov/>

Audits:

Follow your bylaws. Each organization may have different requirements. Some organizations may require an annual financial review. You might need to do an external audit (conducted by a third party), or an internal audit by a financial review committee. If you have questions about how to interpret your bylaws, please call VNet or the District.

Staff Appreciation Ideas

Raffle

Get donations from local businesses. Give each teacher a raffle ticket at the beginning of the week. Draw for prizes throughout the week.

Breakfast Treats

Salad & Go has yummy breakfast burritos for only \$3. They can be ordered in advance and bought in bulk. Parents can donate juice, fruit, or other pastries as well.

Potluck Snack Day

Have parents donate granola bars, fruit, nuts, candy, popcorn or other snacks and leave them in the staff lounge for all to enjoy.

Parfait Bar

Serve a variety of granola, yogurt, and fruit. You could even include juices, some healthy muffins, and protein shakes.

Cookies & Soda Bar

Everyone loves cookies and a variety of sodas with mix-ins! Twisted Sugar has a mini cookie they sell in bulk for \$1.25 each with a minimum purchase of 50 mini cookies.





NEED HELP?

GOT QUESTIONS?

We are here for you!

EMAIL US AT:

GPSVNET@GMAIL.COM

WE CAN DO TRAININGS, ANSWER QUESTIONS, ATTEND YOUR BOARD MEETING, GO OVER BYLAWS, OR JUST CHAT WITH YOU ON THE PHONE! WE WANT YOUR ORGANIZATION TO BE SUCCESSFUL!

Volunteer Recruitment & Elections

- *Host a "Volunteer Appreciation Event" during your last meeting of the year. Invite everyone who helped during the year with anything PTSO did. Serve treats, have time for people to talk. Have job descriptions and sign up sheets available for people to sign up for the coming year.
- *Job Descriptions: Create a short job description for each volunteer position and put together in a handout. Pass this around and then call and invite people personally to volunteer.
- *Booster Elections/Handoff: Have a "hand-off" meeting with your current booster board and your new incoming board. Hand-off your binder of important information, bylaws, financials, etc. You can go to the bank together after and get the account transferred too if you have time.
- *PTSO Elections/Handoff: Follow your bylaws. Most bylaws include: announcing the election and call for nominations, when to hold your election, and when your new fiscal year starts, which is when the new board starts. It's a great idea to have a final board meeting with all your outgoing and incoming board members together at the very end of the year.



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