## **Help! My Homeschool Group is Growing**

#### **Boards, Bylaws & Budgets**

Carol L. Topp, CPA HomeschoolCPA.com



#### **Need for Structure** Manage Growth More members, money, activities Avoid Taxes Collect \$ = a business

Form a non profit & become tax exempt

Limit Personal Liability



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### **Need for a Board**

#### Share the load

"Bring me seventy of Israel's elders who are known to you as leaders and officials among the people.... They will help you carry the burden of the people so that you will not have to carry it alone." Numbers 11:16

#### Avoid founder syndrome

Avoid leader burnout

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## A Board

Minimum of three people

Director, Treasurer, Secretary

Qualifications: organized, decision maker, follow through, commitment

Well defined & limited tasks

Committees to handle specific projects

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## **A Board meeting**

Meet regularly Not just when there is an issue or crisis Have an agenda Assign "action items" Keep minutes Not too detailed. Avoid names



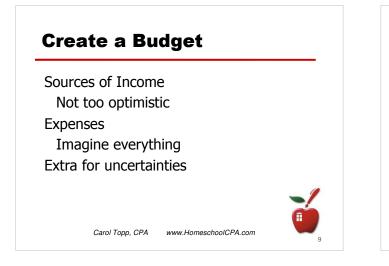
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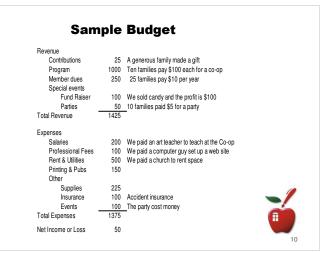
# **Bylaws**

Rules of how an organization will operate Who are members? What are the membership requirements? Do members vote? What do members vote on? How often are meetings held? How are board members chosen?









### **Using Software**

Spreadsheet (Excel or free Open Office) Quicken as electronic checkbook Quickbooks Allows for invoices Fits with Form 990 for IRS More info: *Money Management for Homeschool Organizations* e-book at HomeschoolCPA.com



No distribution to members (i.e. individual accounts). IRS fined 3 KY booster clubs

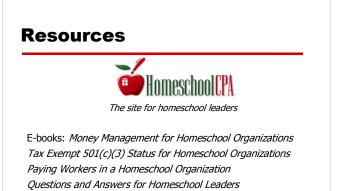
#### Paying workers

IRS audits of misclassified workers from IC to employees

See blog at www.HomeschoolCPA.com



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Blog and monthly newsletter Articles, links and resources

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