

An excerpt from

MONEY MANAGEMENT IN A HOMESCHOOL ORGANIZATION



A GUIDE FOR
TREASURERS

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MONEY MANAGEMENT IN A HOMESCHOOL ORGANIZATION

AN EXCERPT FOR BOARD MEMBERS

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Money Management in a Homeschool Organization: An Excerpt for Board Members

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Introduction

The book, *Money Management in a Homeschool Organization*, is subtitled *A Guide for Treasurers* but there are several chapters that should be read by all board members of a homeschool organization, not just the treasurer.

This book is an excerpt of pertinent information for board members. The full book can be purchased at HomeschoolCPA.com.

Chapter 1: “Your Treasurer is a Gem” discusses the qualifications to look for in a treasurer. It also includes advice on how to find this valuable person for your organization.

Chapter 4 “Show Us Your Books!” has a section titled “How to Read and Understand Financial Statements.” It includes a helpful list of items to look at when given a financial statement prepared by their Treasurer.

Chapter 7 “Do I Have to Report This?” emphasizes the importance of having a proper reimbursement policy, even when it seems like a lot of unnecessary paperwork:

Chapter 9 “Fraud: It Couldn’t Happen to Us” should be read by everyone in leadership, not just the treasurer because preventing fraud is the responsibility of the entire board and because most fraud is committed by treasurers that do not have proper oversight.

Excerpt from

Chapter 1: Your Treasurer is a Gem!

I HAVE A SPECIAL place in my heart for homeschool treasurers. I've been treasurer for five nonprofits and a consultant to dozens more, so I know the work of a treasurer is vitally important to the success of a group. Finding a qualified treasurer is like mining for precious gems. When you find one, you have unearthed a treasure trove!

A GOOD TREASURER IS HARD TO FIND

If you're willing to be treasurer of a nonprofit group, the leader will probably kiss the ground you walk on (or you!). The job of treasurer requires unique skills because it deals with numbers and requires organization. Here are qualities to look for in a treasurer:

Honest

Organized

Analytical and precise

Good head for numbers

Knows how to balance a checking account

Knows how to create a spreadsheet

Knows financial software like Quicken or QuickBooks.

That's a pretty tall order! Don't despair over finding someone with all these qualities. A willing volunteer can learn the skills needed, so the first two qualities of honesty and organization are what's most important.

HOW TO MINE FOR GEMS

In *One by One: The Homeschool Leader's Guide to Motivating Your Members*, authors Denise Hyde and the late Kristen Fagala help leaders find willing volunteers. Here's their advice on unearthing a potential volunteer:

Personal Invitation—A quick, upbeat, in-person or phone invitation can bring greater results than a generic, blanket email asking for help. It's so easy to delete an email and pretend you never received it. Get close and friendly to your volunteers with a personal invitation.

Speak the Need—Ask for help. If you don't, you can become overwhelmed and your members can become frustrated. Make sure you are explaining clearly what the need is and what that job entails. Don't be afraid to break it down and state the obvious.¹

Homeschool groups work best when the work load is shared. In a small group the director or founder frequently handles the finances, but as a group grows, the financial responsibilities should be divided between a treasurer and the director. There are several reasons to appoint a treasurer:

- A division of labor. Many hands make light work.
- To avoid mistakes. If the treasurer makes a mistake, the director may spot it.
- To prevent fraud. We don't like to admit that it might happen, but sometimes even homeschool leaders embezzle money. You may have heard of the PTA or Boy Scout leader who skimmed money from the troop account for personal use. It can happen in homeschool groups also.

True Story: I was saddened to read an email from a homeschool leader. She needed to speak to me right away because she suspected their treasurer was embezzling money. There were several red flags such as never having enough money to pay their co-op teachers, yet they had increased enrollment, the treasurer made "accidental" deposits of the co-op money into her personal checking account on three occasions and the biggest warning, the treasurer was having personal financial problems with a husband out of work. This was obviously very upsetting to the leader because the treasurer was a long-time trusted member of the group.

Gary Zeune, a fraud expert at TheProsAndTheCons.com reminds us that,

*"The only people who can steal you blind are those you trust and who don't have controls."*²

The list of recommended controls in Chapter 9 is some protection against fraud. Appointing a treasurer is a good defense against theft. Treasurers should serve a pre-determined term of at most three years. This brings in fresh eyes to look over the finances.

WHAT DOES A TREASURER DO ALL DAY?

Your bylaws might have a job description for your treasurer like this:

The Treasurer shall make a report at each Board meeting. The treasurer shall assist in the preparation of the budget, help develop fundraising plans, and make financial information available to Board members and the public.

That's a pretty general job description, but Dennis Walsh, CPA gives a more practical and detailed list in his article, "Treasurers of All-Volunteer Organizations: Eight Key Responsibilities."³

- Handle the money with high standards and set a tone of integrity. The treasurer should receive and reconcile the bank statements, or write checks, but not both.
 - Incoming checks should receive immediate restrictive endorsement (preferably a bank stamp, or handwritten "For deposit only, ABC Bank, Account # 123445") and be deposited within a week, with no cash back.
 - Outgoing checks must be supported by an approved invoice, receipt, or a voucher prepared by the volunteer if a receipt or invoice isn't available.
 - Checks should require two signatures and never be signed in advance. Alternatively, the board might set a policy that permits one signature for small checks below a certain amount, say \$50, in order to help discourage checks from being signed in advance.
- Manage the filings. Keep a calendar of filing requirements like the IRS 990, 990EZ or 990N, Form 1099MISC to your independent contractors, W-2s to your employees, and any state nonprofit filings.

- Identify and manage risk. Take the lead in safeguarding your organization's assets, data, and personal information. Risks associated with volunteer screening, vehicle use, and special events are often of particular concern to all volunteer organizations.
- Confirm contributions with a prompt thank you letter that includes what donors need for tax purposes. Here's a sample:

"We wish to thank you for your 20xx contribution of cash in the amount of \$500.00. We did not provide any goods or services in exchange for this contribution. XYZ Nonprofit is an organization exempt under Section 501(c)(3) of the Internal Revenue Code and contributions are deductible to the extent allowed by law."

If the donation is other than cash, describe the property but do not indicate a value. IRS Publication 4221 "Compliance Guide for 501(c)(3) Public Charities" has more information about confirming contributions online at: www.irs.gov/pub/irs-pdf/p4221pc.pdf.

- Plan and evaluate with a budget. Expressed in financial terms, a budget is a map that shows what you plan to do and how you plan to get there. It's a key tool for getting everyone to agree on what your group will and won't do in the coming year.
- Prepare timely financial reports. Timely and reliable financial information is the underpinning of good stewardship and sound financial decision making. Without this information there's no way to track budget performance.
- Recruit the next treasurer. Like other volunteers, the treasurer will not serve indefinitely. Unfortunately, some treasurers entrench themselves and resist transfer of control. Throughout their term of service, effective treasurers encourage and equip fellow volunteers to participate in financial management duties. When it's time for the treasurer to pass the baton, these organizations will enjoy the least disruption.

From the list above you can understand why a treasurer is a gem. Find a good one, shower him or her with praise and thanks, and equip them to do their job with training and tools. Your homeschool group will run smoothly and your leaders can focus on their mission: promoting homeschooling!

CONCLUSION

A treasurer is a vital role in the success of a homeschool group and requires special skills and responsibilities. The treasurer's tasks can be numerous. Homeschool groups work best when the financial responsibilities are divided between a treasurer and other leaders.

Excerpt from

Chapter 4: Show Us Your Books! Regular Reporting on Financial Status

A HOMESCHOOL ORGANIZATION should have as part of its bylaws a requirement of regular financial reports by the treasurer. More importantly, the leadership needs to hold the treasurer accountable to prepare and deliver these reports.

True Story: I worked with a homeschool group that frequently asked the treasurer for reports. They were told, “Everything is fine. We’re in good shape.” With other worries, the board took her word for it and never asked for financial statements. It was after she resigned that they realized their finances were a mess. There were missing checks, no details on deposits, and no records of who had paid their fees. It took a long time for the new treasurer to rebuild their financial records. So request regular, frequent financial statements from your treasurer.

Most homeschool organizations can function very well with only two financial statements, a Statement of Revenues and Expenses (or more simply, the Income Statement) and a Statement of Financial Position (better known as a Balance Sheet).

HOW TO READ AND UNDERSTAND FINANCIAL STATEMENTS

When your board looks at the Statement of Revenues and Expenses, they should pay attention to the following:

- Fundraising expenses compared to fundraising revenues. Did the fundraiser bring in enough money to cover the expenses and make it worth the effort?
- Amount paid to employees or independent contractors. Was it too much? Should you depend more on volunteers? How can we encourage volunteers?

True Story: My co-op found that we were spending 75% of our budget on four paid teachers. It was not our goal to be paying so much for just a few teachers, so we made some changes. We encouraged more volunteer teachers by increasing our teacher discount. We also changed our policy so that parents paid the independent contractor teachers directly, not through the co-op. See Chapter 12 on hiring paid teachers.

Some homeschool programs do not require parent volunteers and fully expect a large portion of their budget to go towards teacher pay. It just depends on the goal and mission of your organization.

- Amount paid for rent and utilities. Can we get free rent? Will the rent increase?
- Special events. Were the events supposed to bring in income or just cover their own costs? How did each do financially?

- Actual expenses vs. budget. Where did we overspend? Why? Did we overspend or under-budget?
- Percent of income coming from fundraising. A good rule of thumb is that fundraising revenues be less than 25% of total revenues. The rule of thumb is to encourage nonprofits to focus on their programs, not fundraising.
- Percent of expenses spent on administration. A good rule of thumb is that administrative costs should stay under 50% of total expenses. Administration costs include office expenses, professional fees, postage, salary paid to an administrator, etc. Administration costs are anything not directly related to running your programs or fundraising. This rule of thumb percentage can vary greatly. If all your labor is volunteer and you have no paid staff your administrative expense will probably be less than 50% of your total expenses.

When your board looks at the Statement of Financial Position (Balance Sheet) they should pay attention to the following:

- Is there enough in cash to cover the expenses for the next few months?
- Is there a cash surplus at the end of the year? What should your group do with it? You might consider reserving money for emergencies, insurance deductibles, planned expansions, or new programs. My co-op carried over money each year to cover our insurance deductibles. We also liked to make a gift to the church that gave us space rent free.
- Are there any liabilities? Does your group owe anyone? Why? Strive to pay off debts as soon as possible.

CONCLUSION

The two financial statements, the Statement of Revenues and Expenses and the Statement of Financial Position, should be prepared by your treasurer and delivered regularly to your board.

Excerpt from

Chapter 7: Do I Have to Report This? Reimbursement Policies and Avoiding Taxes

SINCE MANY HOMESCHOOL co-ops reimburse volunteers for expenses such as classroom supplies, leaders need to know the correct ways to handle reimbursements and consequences if proper policies are not put in place.

WHY YOU NEED A REIMBURSEMENT POLICY

A homeschool group needs a reimbursement policy because without a proper policy, the money you give your volunteers could be considered taxable income. This is certainly not what a volunteer expects to be told, but that's the law. Without proof that income is reimbursement for an expense, any money given to a person is assumed to be taxable. Dougan and Lopatka, Certified Public Accountants offer some sound advice in an article titled "Protecting Volunteers — and Your Nonprofit — From Liability."

Volunteers are responsible for maintaining records of actual expenses to support excluding reimbursements from their taxable incomes. Your organization should also keep accurate records of the actual costs your volunteers incur and require receipts, mileage records and other documentation before you reimburse them. Explain to volunteers both verbally and in writing that your reimbursement policy guards against unintentionally creating taxable income for them.⁴

Additionally, a reimbursement policy is a sound financial practice that deters fraud and theft.

PROPER PRACTICES IN A REIMBURSEMENT POLICY

So, what is a proper reimbursement policy that will keep your group on the straight and narrow and away from the taxman? From the Internal Revenue Service and commonly accepted accounting practices, come these practices:

- Expenses submitted for reimbursement should be substantiated with receipts.
- Have all reimbursements approved by a board member other than the treasurer writing the check, usually the chairman. Two sets of eyes on the money are better than one!
- Reimbursements should be requested in a reasonable amount of time, such as one to two months after the purchase.
- Reimbursements should be made only for items in the budget and related to the homeschool group's programs.

WILL REIMBURSEMENT BE CONSIDERED TAXABLE INCOME TO OUR VOLUNTEERS?

Reimbursements can be taxable income if not done correctly! The IRS website explains the tax treatment of reimbursements to volunteers of exempt organizations.⁵

Many exempt organizations have officers who are volunteers and not paid for their services. These officers may receive reimbursement or an allowance for out-of-pocket expenses. For example, if an officer is required to attend a convention representing the EO (Exempt Organization), the EO might pay for the trip. Similarly, an EO may provide a monthly allowance to an officer for automobile use.

The substantiated and deductible business expenses under an accountable plan may be excluded from an employee's or officer's gross income and are not subject to income tax withholding and employment taxes. Moreover, accountable plan payments need not be reported on Form W-2. Amounts paid under a nonaccountable plan are included in the employee's or officer's gross income, reported on Form W-2, and subject to all applicable employment taxes.⁶

RECORD KEEPING OF ALL THIS IS A NUISANCE. IS THERE AN EASY WAY?

The IRS imposes what homeschool leaders frequently see as an unnecessary burden of paperwork. Unfortunately, the simplest way of operating is not always the legal way. The IRS, through its regulations and penalties, is trying to drive nonprofits toward best business practices and accountability and that involves paperwork and recordkeeping.

The IRS also uses its regulations to encourage nonprofit boards to practice their duty of care. The duty of care means that a board needs to focus on what is best for the success and longevity of the entire organization and not focus on convenience or avoiding an individual's burden of reporting and record keeping. As United States taxpayers, we all know the burden of records that we must maintain in order to file our individual taxes.

Conclusion

A reimbursement policy requiring documentation in a timely manner is important so that your volunteers will not have the reimbursement payments taxed.

Excerpt from

Chapter 9: Fraud: It Couldn't Happen to Us

WE DON'T LIKE to hear it, but homeschool groups can be victims of fraud and embezzlement. I recommend that homeschool organizations put into place several financial practices that will provide oversight and accountability of the organization's finances. Your organization may already have several of these practices as policies or required in your bylaws.

Check off any practices you already follow. Make a plan to add in any practices that you do not currently practice. Your board should follow up to be sure the policies are put into practice.

RECOMMENDED FINANCIAL PRACTICES

SEPARATION OF DUTIES:

It is vital to your group's financial health to separate the three main duties of authorization, bookkeeping, and reconciling the bank accounts. These duties should be separated and performed by at least two, preferably three, people.

- Authorization of expenses should be done by the board by approving a budget. Some boards have the chairman review every request for reimbursement. Others allow the treasurer to write checks up to a certain dollar amount, but checks above that amount must be authorized by the chairman.
- The treasurer is largely responsible for bookkeeping. In order to keep a separation of duties, he or she should not be approving payments nor reconciling the bank account.
- Another board member or even a volunteer should reconcile the checking account. This may be awkward if the records are on the treasurer's computer. I recommend using QuickBooks online so that it is possible for several people to access the financial records from remote locations. Also the board should be given financial statements on a regular basis so that they are checking the organization's revenues and expenses.
- The treasurer should get authorization before writing a check or paying a bill. For example, the chairman should approve a request for reimbursement or authorize the payment of an invoice, not the treasurer.
- The treasurer should not sign checks. Another board member (usually the president, chairman or director) approves the payment and then signs the check.
- Cash deposits should be counted by one person and verified by another person; both should initial the deposit slip.
- If checks are received by mail, two people should open the mail. All checks to be deposited should receive a stamped deposit confirmation. Purchase a stamp that says "For deposit only" and includes your bank and account number.

- A treasurer should not serve too many years without a break. I recommend a treasurer serve at most three years and then a new treasurer should be found.

MONTHLY BANK RECONCILIATION

- Bank statements should be mailed to a home address of someone other than the treasurer and checked by a board member other than the treasurer.
- A bank reconciliation report should be prepared and given to the board monthly. The board should look for missing checks, checks used out of order, and uncleared checks.
- The treasurer should not reconcile the bank account. It is best if another board member or volunteer does the bank reconciliation. This can be very inconvenient if your organization uses software that is located on a home computer. In those cases, the bank statements should still be mailed and reviewed to someone other than the treasurer. The treasurer can do the bank reconciliation and give a reconciliation report to the board on a monthly basis.

FINANCIAL REPORTING TO BOARD

Each board member has a fiduciary duty of care and loyalty to manage the organization and its funds within the purpose or mission of the organization and not for private gain or benefit.

Specifically, the duty of care includes reading and evaluating financial statements and ensuring the organization has enough funds to meet its purpose. The duty of loyalty includes making a reasonable effort to focus on the priorities of the organization and not that of yourself or another organization.

To exercise the duties of care and loyalty, there are several recommended practices:

- Financial reports, such as a Statement of Revenues and Expenses, Budget to Actual statement, bank reconciliation report, and a Balance Sheet, should be delivered to the board by the treasurer every month.
- Two or three board members should have online access to the checking account and log in frequently and regularly.
- The board should understand how to read a financial statement and ask questions. See Chapter 4 “How to Read and Understand Financial Statements” and share it with your board.

ANNUAL BUDGET

- The board should approve a budget every year.
- The treasurer should give a report comparing the budget to actual income and expenses to the board on a regular basis, perhaps monthly.
- The chairman or the full board should authorize spending outside or beyond the budget.
- The treasurer should not write checks beyond or outside the budget without board authorization.
- The board should set dollar thresholds on what the chair can authorize alone and when the full board needs to be consulted.

CASH AND CHECKS

- Checks should be pre-numbered, used in order and kept safe and secured.

- Checks should be prepared by someone other than the person who approves payments. The treasurer may prepare the checks, but the chairman approves them and signs them.
- Checks or requests for reimbursement should be prepared from original invoices/bills or reimbursement requests with copies of receipts attached. In other words, the treasurer should request paper receipts before making a payment for reimbursement.
- The board should authorize all check signers annually.
- Never allow signing of blank checks.
- Checks received should be stamped "For Deposit Only" by the person opening the mail.
- Checks and cash should be deposited as soon as possible; the same day as received, if possible.
- A log of payments received should be kept including the date, payer, purpose and amount.
- If your organization receives cash, a cash receipt should be prepared and given to the payer. A copy of the receipt should be kept by the organization. A sales receipt book with duplicates is a good idea when dealing with cash.

True story: A new treasurer called me with several concerns about the financial practices of her very large co-op. It had been the practice for many years for the treasurer to give checks to co-op teachers at the beginning of the year. Some of these checks were quite large—thousands of dollars. The teachers never gave an account of where they spent the money nor turned in receipts. There was no accountability and no duty of care by the board. I communicated in an email to the board in the strongest words possible that this practice was unacceptable—even illegal (because neither the co-op nor the teachers were treating this as taxable income. See Chapter 7 for details on a proper reimbursement policy). They ignored my advice and the treasurer resigned rather than have any part of this improper and unethical behavior.

Some of these suggestions are difficult to implement in a small homeschool group, so try to comply with as many of the recommendations as you can. The goal should be to separate duties and cross check responsibilities as much as possible.

FINANCIAL AUDITS: DO YOU NEED ONE?

An annual audit of the finances in a homeschool group can help catch mistakes and bad habits, but audits are time consuming and expensive if performed by outside auditors. They typically cost \$3,000 to \$5,000. A CPA who specializes in nonprofit audits recommends that an outside audit is not needed until an organization has at least one million in annual revenues.

Instead of an outside audit, many small nonprofits and churches do an internal audit annually or every other year. An internal audit goes beyond the list of financial practices listed above, but it is not as extensive as a full audit. Internal audits are performed by people within the organization, but not by the treasurer or the chairman of the board. The internal auditors examine accounting records and check for compliance with sound financial procedures.

The following website explains internal audits for small churches and nonprofits:
FreeChurchAccounting.com/churchaudit.html

It also contains a checklist for conducting an internal audit. Some of the topics may or may not apply to your homeschool organization, but the checklist is very helpful.

FreeChurchAccounting.com/support-files/internalauditchecklistguidelines.pdf

WARNING SIGNS

There are several signs that your treasurer may be conducting fraud or embezzling money from your group.

- The treasurer does it all; no separation of duties.
- The treasurer has personal financial troubles.
- The checkbook is inaccessible to anyone but the treasurer.
- The treasurer is not performing expected duties, such as writing checks.
- No budget is created.
- Payors do not receive a receipt of their cash payments.
- The treasurer is not detailed-oriented.
- The treasurer does not create financial statements.
- No one but the treasurer sees the bank statements.
- The treasurer will not allow anyone else online access to the checking account.
- The treasurer will not resign and stays on for more than 3 or 4 years.

If you see any of these signs, discuss it with your board and recommend an internal audit be conducted as soon as possible. Hire an outside CPA or fraud specialist to advise you.

WHAT TO DO IF YOU SUSPECT FRAUD

Get help from an attorney, a CPA with fraud experience or a certified fraud examiner. If an investigation is warranted, says Allan Bachman, education manager of the Association of Certified Fraud Examiners, it should be conducted by a trained professional and not by group members with no training in such matters.

Resist the temptation to confront the suspect. If you try to handle the matter internally, you could put yourself and your group at risk for liability.

Contact the police when advised by your lawyer. This is an agonizing decision, but it should be made based on the evidence, not your personal relationship with the person you suspect.

Cooperate with the authorities. The police will review evidence, question the suspect, and determine whether he or she should be charged. If police decline to pursue the case, your attorney can advise you on a civil suit.

When communicating with your group, focus on the steps you are taking to recover the money and prevent theft. Do not comment on past actions, including the alleged theft and any current or pending charges, unless the person has been convicted.

Keep your group functioning as normally as possible. A legal case can take a year or longer to resolve. You don't want to put your events and other activities on hold.⁷

Please do not let embezzlement go unpunished. The guilty party will just go onto another organization and could do more damage. Seek to get the embezzled funds paid back to you.

CONCLUSION

To avoid fraud, implement as many of the financial practices listed in this chapter as possible. Conduct internal audits frequently and report suspected fraud to the authorities.

ABOUT THE AUTHOR



Carol L. Topp, CPA, is an accountant and a retired homeschooling mother. She earned her Bachelor of Science degree from Purdue University and worked as a Cost Analyst for the US Navy for ten years. In 2000, Carol passed the Certified Public Accountant (CPA) examination. Carol began homeschooling her two daughters when they started first grade. They are now homeschool high school graduates. She was very active in her local homeschool community teaching classes and speaking at support group meetings.

As an accountant, Carol has served on several not-for-profit boards. She has consulted with leaders from over 150 homeschool organizations and helped more than 45 organizations obtain 501(c)(3) tax-exempt status. In addition, Carol prepares the annual Form 990 reporting with the Internal Revenue Service (IRS) for several homeschool and nonprofit groups. In 2006, Carol launched her website www.HomeschoolCPA.com to help homeschool organizations lead successful groups. It was voted a Top Accounting Blog in 2012.

She is the author of *Homeschool Co-ops: How to Start Them, Run Them and Not Burn Out*, *The IRS and Your Homeschool Organization*, *Money Management in a Homeschool Organization: A Guide for Treasurers* and the ebook *Paying Workers in a Homeschool Organization*.

Carol's publications include numerous articles, podcasts and webinars about operating a homeschool nonprofit organization. Her articles have appeared in *The Old Schoolhouse*, *Home Education* and *Home School Enrichment* magazines. In addition, Carol has enjoyed conducting workshops for homeschool leaders at conventions across the country.

As a professional accountant, Carol's affiliations include the Ohio Society of CPAs, the National Association of Tax Professionals, the Ohio Society of CPAs Speakers Bureau, and the Ohio Society of CPAs Financial Literacy Committee.

Carol lives with her husband in Cincinnati, Ohio where she enjoys reading, traveling, and helping homeschool leaders. Carol can be contacted through her website www.HomeschoolCPA.com.

¹ Fragala, Kristen, and Denise Hyde. *On by One: The Homeschool Group Leader's Guide to Motivating Your Members*. Baytown, TX: Leader Press, 2009. Electronic book.

² Narciso, Dean. "Small Nonprofits Ripe for Embezzlement." *The Columbus Dispatch*. May 26, 2009. http://www.dispatch.com/content/stories/local/2009/05/26/fraudster.ART_ART_05-26-09_A1_I5DUSTU.html. Accessed October 29, 2013.

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⁴ Dugan Lopatka. "Protecting Volunteers and Your Nonprofit From Liability." *Dougan Lopatka*. <http://www.duganlopatka.com/resources/articles/published-articles/39-not-for-profit-articles/262-nonprofit-liability-article>. Accessed August 17, 2013.

⁵ Exempt organizations are nonprofits with 501c tax exempt status, but these guidelines apply to any type of nonprofit or for-profit organization offering reimbursements.

⁶ -- "Exempt Organizations: Compensation of Officers." Internal Revenue Service. April 28, 2013. <http://www.irs.gov/charities/article/0,,id=131083,00.html>. Accessed October 29, 2013

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