**Topp Tips for Running a Homeschool Organization**

By Carol Topp, CPA HomeschoolCPA.com

You cannot be all things to all people-so stop trying!

Your organization is not essential to the success of homeschooling!

You are not responsible for homeschooling other peoples’ children!

Board duties: **HomeschoolCPA.com/Podcast #93**

**Care:** Take care of the nonprofit’s assets, property, and people

Regular meetings and bylaws. Sample bylaws at HomeschoolCPA.com/Samples

Have insurance. General Liability (property damage), Medical, Directors and Officers (if you hire employees). Article at **HomeschoolCPA.com/Insurance**

Avoid fraud: Separate authorization of expenses from bookkeeping. Checklist of best practices to avoid embezzlement at **HomeschoolCPA.com/Fraud** and **Podcast # 105**

**Loyalty**: Make decisions that are in the best interest of the organization

Conflict of Interest policy.Samples at **HomeschoolCPA.com/Samples**

Avoid self-dealing. The board cannot vote themselves benefits like discounts. **Podcast #71**

**Compliance**: Obey applicable laws and regulations; follow your bylaws

IRS and state filings (IRS Form 990-EZ/990-N). *The IRS and Your Homeschool Organization* book and **Podcasts #64** and **#74.** Webinar **HomeschoolCPA.com/Filings**

 Texas SoS Nonprofit FAQ: www.sos.state.tx.us/corp/nonprofitfaqs.shtml

Texas Comptroller: Comptroller.texas.gov/taxes/exempt/faq.php

Employee or independent contractor. Know the difference. *Paying Workers in a Homeschool Organization* book and **Podcast #68**

**Management: Assure the financial well-being of the organization**

Record keeping: Use a board member binder and financial software. QuickBooks (free at http://www.techsoup.org/intuit) or WaveApps.com, also free and cloud-based. **Podcast #107**

Financial statements: Require them from your treasurer. Report of income, expenses and bank balance. *Money Management in a Homeschool Organization* book and **Podcasts #109 & #110**

Free webinar recording: **HomeschoolCPA.com/WebinarFR**