Money 101

2019 PAC Conference
March 30, 2019
Background

- Owner of Green Mountain Financial
- CPA and MBA
- Experience in corporate finance and accounting
- Treasurer of Bixler PAC
- Treasurer of Hyde Park Youth Symphony
What is the role of a PAC Treasurer?

**Manage PAC Finances**
- Cash Deposits and Expenses
- Financial Statements
- PAC Annual Budget
- PAC Project and Event Budgets

**Manage PAC Reporting**
- Form 990 and 501(c)3 Filings
- Fiscal Sponsor Filings
- Donor Acknowledgement
- Park District Reports

2019 Park Advisory Council Conference
March 30, 2019
Park District Requirements

- Complete Volunteer Application and Background Check
- Maintain financial records of fundraising
- Coordinate fundraising strategies with the CPD
- Report in-kind donations
- No PAC Salary Payments!
- No PAC Political Donations!
# PAC Legal Structure Options

<table>
<thead>
<tr>
<th></th>
<th><strong>501 (c) 3</strong></th>
<th><strong>Fiscal Sponsorship</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What is it?</strong></td>
<td>Tax-exempt organization</td>
<td>Partnership with an established tax-exempt organization</td>
</tr>
<tr>
<td><strong>Pros</strong></td>
<td>Independence and control</td>
<td>Cost savings</td>
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<tr>
<td><strong>Cons</strong></td>
<td>Expensive and significant paperwork</td>
<td>Lack of independence</td>
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</tbody>
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# PAC Filing Requirements

<table>
<thead>
<tr>
<th>Government</th>
<th>501 (c) 3</th>
<th>Fiscal Sponsorship</th>
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</thead>
<tbody>
<tr>
<td>PAC files Form 990, IL Form 990, other state level filings</td>
<td>PAC reports financial information to fiscal sponsor. Sponsor files government forms.</td>
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<tr>
<td>Chicago Park District</td>
<td>Annual Report</td>
<td>Annual Report</td>
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Donations and Donor Acknowledgement

- IRS requires PAC to acknowledge cash and in-kind donations of $250 or more

**Best Practice – ALL donations, including services**

- Acknowledgement must be written and include:
  - *value of donation*
  - *tax exempt organization number*
  - *acknowledgement that no goods or services were given in exchange*
PAC Bookkeeping Ideas

Many software options for PACs of different size and structure:

<table>
<thead>
<tr>
<th>Type of PAC</th>
<th>Spreadsheet</th>
<th>Traditional Software</th>
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<tbody>
<tr>
<td>Fewer financial</td>
<td>Excel, Google Sheets</td>
<td>QuickBooks, Wave</td>
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<tr>
<td>More financial</td>
<td>transactions</td>
<td>transactions</td>
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<tr>
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</tbody>
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Questions?