

# Top(p) Ten Tips for Running a Homeschool Organization

By Carol Topp, CPA

HomeschoolCPA.com

- 1 **Board duties:** Care (hold meetings, read reports, focus on your mission and purpose), loyalty, compliance with the law, management (have a budget, accounting check and balances)
- 2 **Bylaws:** Create them, use them. Sample bylaws at [HomeschoolCPA.com/Samples](http://HomeschoolCPA.com/Samples)
- 3 **Avoid fraud:** Separate authorization of expenses from bookkeeping. Checklist of best practices to avoid embezzlement at [HomeschoolCPA.com/Fraud](http://HomeschoolCPA.com/Fraud)
- 4 **Hire workers:** Know the difference between an employee and an independent contractor.
- 5 **Fundraisers:** Do not allow Individual Fundraising Accounts.
- 6 **Insurance:** 3 types: General Liability, medical and Director and Officers. Article at [HomeschoolCPA.com/Insurance](http://HomeschoolCPA.com/Insurance)
- 7 **Record keeping:** Use a board member binder and financial software. Quickbooks (free at <http://www.techsoup.org/intuit>) or [WaveApps.com](http://WaveApps.com), also free and cloud-based.
- 8 **Reimbursement:** Use an accountable plan requiring receipts.
- 9 **Financial statements:** Require them from your treasurer. Report of income, expenses and bank balance.
- 10 **IRS and state filings:** IRS Form 990N every year. File online at [epostcard.form990.org](http://epostcard.form990.org)

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!