

# 2009-2010 Annual Report to Confirm Tax Exemption Of Foursquare Christian Schools, Preschools and Daycares

Foursquare Christian Schools, Preschools and Daycares • 213.989.4258

**Due November 1, 2010**

Keep a photocopy of this completed form for your school and church records. Submit the original to Foursquare Christian Schools and Daycares, PO Box 26902, 1910 W. Sunset Blvd., Los Angeles, CA 90026-0176.

## GENERAL INFORMATION

School Name \_\_\_\_\_

School Administrator \_\_\_\_\_

School Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

School Phone \_\_\_\_\_

Church/School EIN# \_\_\_\_\_

Church Ezra Code \_\_\_\_\_

School Ezra Code \_\_\_\_\_

School Website \_\_\_\_\_

School/Administrator E-mail Address \_\_\_\_\_

## CLASSIFICATION

Please provide statistics for the 2009-10 school year for each category your school/daycare serves:

**Daycare (includes all services provided outside of K-12 instructional hours, including infant care, before-school/after-school care and summer programs for school-age children):** No. enrolled full-time \_\_\_\_\_ part-time \_\_\_\_\_

Ages served \_\_\_\_\_ Days/hours of operation \_\_\_\_\_

**Preschool (part-time instructional classes, ages 2-5):** No. enrolled \_\_\_\_\_ Days/hours of operation \_\_\_\_\_

**Kindergarten only (if no elementary classes provided):** No. enrolled \_\_\_\_\_ Days/hours of operation \_\_\_\_\_

**Elementary (Kindergarten through grade 5):** No. enrolled \_\_\_\_\_ Days/hours of operation \_\_\_\_\_

**Jr. High/Middle School (grades 6-8):** No. enrolled \_\_\_\_\_ Days/hours of operation \_\_\_\_\_

**High School (grades 9-12):** No. enrolled \_\_\_\_\_ Days/hours of operation \_\_\_\_\_

**2009-10 Staff:** No. of full-time faculty/staff \_\_\_\_\_ No. of part-time faculty/staff \_\_\_\_\_ No. of volunteers \_\_\_\_\_

**Are you currently operating? (2010-11 school year)** \_\_\_\_\_ Yes \_\_\_\_\_ No

**Do you plan to operate during the 2011-12 school year?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**BUILDING/FACILITIES**

Are school classes/daycare program conducted within the church facilities? \_\_\_\_\_ Yes \_\_\_\_\_ No

If not, describe the location and ownership of the school /daycare facility \_\_\_\_\_

Are you in compliance with local Fire Department and Health Department regulations? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, please explain \_\_\_\_\_

When was the most recent safety check of the playground equipment/area? \_\_\_\_\_

Who performed this safety check? \_\_\_\_\_

**Please attach your most recent inspection reports from your local fire safety and health departments.**

**FINANCIAL**

2009-10 annual income \$ \_\_\_\_\_ 2009-2010 total expenses \$ \_\_\_\_\_

2009-10 net income \$ \_\_\_\_\_

Does your school or daycare receive state assistance for low-income families? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Please attach a copy of both the tuition schedule and the employee salary schedule.**

**INSURANCE**

Foursquare bylaws require that a copy of your current insurance policy be on file with the ICFG Insurance Department. **If you are not insured through the ICFG Insurance Department, please attach:**

1. **A copy of your current liability insurance policy**
2. **Copies of your four most recent IRS 941 forms.**

**VEHICLES**

Does your school/daycare transport students (to and from school, field trips, etc.)? \_\_\_\_\_ Yes \_\_\_\_\_ No

**If yes:** What vehicles are used? \_\_\_\_\_

Do you require written permission from parents whose children are transported? \_\_\_\_\_ Yes \_\_\_\_\_ No

If privately-owned vehicles are used, do you have a written policy regarding their use? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have a written policy regarding who may transport students? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are all drivers listed on insurance policies of school/church-owned vehicles being used? \_\_\_\_\_ Yes \_\_\_\_\_ No

What are the child safety seat and seatbelt requirements in your state? \_\_\_\_\_

Does your school/daycare consistently abide by these safety seat/seatbelt standards? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Please attach a copy of the current insurance policy for all vehicles used to transport students.**

## STATE LICENSING/TEACHER QUALIFICATIONS

Is your school, daycare, and/or preschool in full compliance with state registration/licensing requirements?

\_\_\_\_\_ Yes \_\_\_\_\_ No If no, please explain \_\_\_\_\_

What are the state requirements for teachers and workers? (education, certification, etc.) \_\_\_\_\_

Do all of your teachers and workers meet these requirements? \_\_\_\_\_ Yes \_\_\_\_\_ No If no, please explain \_\_\_\_\_

Are your classes conducted in compliance with state teacher-student ratios? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have **all** paid staff filed an I-9 form? \_\_\_\_\_ Yes \_\_\_\_\_ No Have **all** paid staff filed a W-4 form? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Please attach a copy of your current state license. If your state does not require a facility such as yours to be licensed, please attach proof – a letter of exemption from the state or documentation of current state law.**

## RECORD-KEEPING REQUIREMENTS

**To maintain tax-exempt status, the following records must be kept on file for a minimum of three years.** Please indicate whether your school/daycare files are in compliance with each of the following four items.

\_\_\_\_\_ Records indicating the racial composition of the student body, faculty, and administrative staff for each academic year.

\_\_\_\_\_ Records to document that scholarships and any financial assistance are awarded on a racially nondiscriminatory basis.

\_\_\_\_\_ A copy of all brochures, catalogs, and advertising dealing with student admissions, programs, and scholarships.

\_\_\_\_\_ A copy of all materials used by or on behalf of the school to solicit contributions.

The school /daycare should retain other records according to the following guidelines. Indicate the items in your records which are currently in compliance. (**Student records for kindergarten through high school should be kept in fire-safe storage.**)

### RETAIN FOR ONE YEAR:

\_\_\_ Student evaluations by teachers

\_\_\_ Minor disciplinary records

\_\_\_ Notes of parent conferences

### RETAIN FOR THREE YEARS:

\_\_\_ Payroll time sheets

\_\_\_ Purchase orders

\_\_\_ Student attendance records

\_\_\_ Monthly financial statements

\_\_\_ Applications of students who registered but did not enroll

\_\_\_ Personal correspondence

\_\_\_ Capital asset records

### RETAIN FOR FIVE YEARS:

\_\_\_ Payroll records

\_\_\_ Group disability records

\_\_\_ Cancelled checks

\_\_\_ Accounts receivable

\_\_\_ Prior inspection reports

\_\_\_ Withholding tax statements

\_\_\_ License and purchase correspondence

\_\_\_ Vouchers for payment to vendors and employees

\_\_\_ Cash sheets/cash receipt books

\_\_\_ Disability and sickness records

\_\_\_ Expense reports/Subsidiary Ledgers/ Trial balances

\_\_\_ Terminated employee files

### RETAIN PERMANENTLY:

\_\_\_ Photocopies of all student files

\_\_\_ Photographic archive of students

\_\_\_ Audit reports/year-end financial reports

\_\_\_ General ledgers and journals

\_\_\_ Accounts payable ledgers

\_\_\_ Balance sheets

\_\_\_ Major construction/equipment records

\_\_\_ Samples of brochures/publications

\_\_\_ Legal and tax correspondence

\_\_\_ School committee agenda/minutes

\_\_\_ Annual reports

\_\_\_ Retirement and pension records

## **ABUSE PREVENTION POLICY/CHILD SAFETY STANDARDS**

Have you determined your state's current laws regarding the reporting of evidence of child abuse? \_\_\_\_\_

Are you in compliance with these laws? \_\_\_\_\_

Have background checks been completed on all staff prior to hiring? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you established a child abuse reporting procedure with your staff? \_\_\_\_\_

Has all of your staff viewed the Foursquare Child and Youth Protection Training Series videos? \_\_\_\_\_ Yes \_\_\_\_\_ No

Has all of your staff been trained with the information in the Child and Youth Protection Manual? \_\_\_\_\_ Yes \_\_\_\_\_ No

The policy of The Foursquare Church is that corporal punishment not be administered in its schools and daycares. Are you in compliance with this policy? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please explain any "no" answers. \_\_\_\_\_

In what way are prospective families made aware of the school/daycare discipline policy prior to enrollment? \_\_\_\_\_

Do you have an employee handbook? \_\_\_\_\_ Yes \_\_\_\_\_ No **If yes, please attach a copy.**

**Please attach a copy of both the abuse prevention/reporting policy and the discipline policy for your school/daycare.**

## **PUBLIC STATEMENT OF NON-DISCRIMINATION**

It is required that each school/daycare has and abides by a policy of racial nondiscrimination. Following are requirements stating where and how this nondiscriminatory policy must be published within the community served by the school.

**Statement of Policy** - Every school and daycare must include a statement of its racially nondiscriminatory policy as to students in all its brochures and catalogues dealing with student admissions, programs, and scholarships.

**Publicity** - The school/daycare must make its racially nondiscriminatory policy known to all segments of the general community served by the school by publishing a notice in a newspaper of general circulation. Please follow these guidelines:

The name of your school/daycare must be word for word the legal name registered with the IRS. If you have questions about the legal name of your school, please contact your district office for clarification.

Advertisements in magazines such as "Thrifty Nickel" and "Penny Saver" do not meet IRS requirements.

The school /daycare must publish a notice of its racially nondiscriminatory policy in a newspaper of general circulation that serves all racial segments of the community. This publication must be repeated at least once annually during the period of the school's solicitation for students, or in the absence of a solicitation program, during the school's registration period. The notice must appear in a section of the newspaper likely to be read by prospective students and their families and it must occupy at least three (3) column inches. It must be captioned in at least 12-point bold type as a notice of nondiscriminatory policy as to students, and its text must be printed in at least 8-point type.

### **EXAMPLE:**

#### **NOTICE OF NONDISCRIMINATION AS TO STUDENTS**

(12 point bold type)

The \_\_\_\_\_ (name of school/daycare) \_\_\_\_\_ admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship, loan programs, athletic and other school administered programs.

**Please attach two copies of the entire newspaper page, dated between 10/2009 and 10/2010, showing the school's/daycare's advertisement of its non-discriminatory policy.**

**CHURCH & SCHOOL/DAYCARE LEADERSHIP VERIFICATION**

By signing this report, we confirm that the information in the report is accurate and complete. We further confirm that

\_\_\_\_\_ functioning as a ministry of  
School name

\_\_\_\_\_ Foursquare Church  
Church legal name

has adopted and published a notice of nondiscrimination that conforms to the above requirements.

Signatures of

\_\_\_\_\_ Church Council Member      \_\_\_\_\_ Church Council Member

\_\_\_\_\_ Church Council Member      \_\_\_\_\_ Church Council Member

\_\_\_\_\_ Church Council Member      \_\_\_\_\_ Church Council Member

\_\_\_\_\_ School Administrator      \_\_\_\_\_ Senior Pastor

\_\_\_\_\_ Employer Identification Number      \_\_\_\_\_ Date Signed      \_\_\_\_\_ School Code Number

***Please verify that all requested information and signatures have been completed before submitting this report.***

**RECAP OF REQUESTED DOCUMENTS**

**With this report, please include the following documents:**

- Copy of most recent inspection reports from local fire safety and health departments
- Copy of tuition schedule
- Copy of salary schedule
- Current liability insurance policy (if not insured through Foursquare Insurance)
- Copies of four most recent IRS 941 forms (if not insured through Foursquare Insurance)
- Copy of vehicle insurance policies if students are transported
- Copy of current state license
- Employee handbook (if applicable)
- Abuse prevention/reporting policy
- Discipline policy
- Two copies of the non-discriminatory clipping from newspaper