

2016-2017 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

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 Director (Sr Pastor)		
School Administrator		
School Address		
City/State/Zip		
School Phone	Church/School EIN#	
Church Foursquare Code	School Foursquare Code	School Website
School/Administrator E-mail Address		

CLASSIFICATION

SECTION A: Please provide statistics for the 2016-17 school year for each category your school/daycare serves:

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 _____

SECTION B: If you provide daycare services and these children ARE NOT already accounted for in Section A.

Daycare: No. enrolled full-time _____ Part-time _____

Ages Served _____ Days/hours of operation _____

Section C: If you provide daycare services and these children ARE already accounted for in Section A Daycare (*provided outside of K-12 instructional hours to school-age e.g. before/after school, summer, etc.*)

No. enrolled full-time _____ Part-time _____

Ages Served _____ Days/hours of operation _____

Section D: TOTAL NUMBERS FROM SECTIONS A AND B: Full-time _____ Part-time _____

2016-2017 Staff: No. of full-time faculty/staff _____ No. of part-time faculty/staff _____ No. of volunteers _____

OPERATIONAL STATUS

Are you currently operating? (2017-2018 school year) Yes No

Do you plan to operate during the 2018-2019 school year? Yes No

BUILDING/FACILITES

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

2016-17 annual income \$ _____ 2016-2017 total expenses \$ _____

2016-17 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 a copy of your current insurance policy be on file with the ICFG Insurance Department.

Are you insured through the ICFG Liability Insurance Policy? Yes No

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.

FOR SCHOOLS (K-12)

What curriculum do you use? _____

Is your school a member of or registered with any of the following organizations? ACSI ICAA ACE

Other educational oversight group _____

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
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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
Accounts receivable
License and purchase correspondence
Disability and sickness records
Expense reports/Subsidiary Ledgers/Trial balances

Group disability records
Prior inspection reports
Vouchers for payment to vendors and employees

Canceled checks
Withholding tax statements
Cash sheets/cash receipt books
Terminated employee files

RETAIN PERMANENTLY:

Photocopies of all student files
General ledgers and journals
Major construction/equipment records
School committee agenda/minutes

Photographic archive of students
Accounts payable ledgers
Samples of brochures/publications
Annual reports

Audit reports/year-end financial reports
Retirement and pension records
Legal and tax correspondence
Retirement and pension records

ABUSE PREVENTION POLICY/CHILD SAFETY STANDARDS

Are you aware of your state’s current laws regarding the reporting of evidence of child abuse? Yes No

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? _____

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

Have 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 10/2016 and 10/2017, 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 Foursquare Code

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 department | Copy of vehicle insurance policies if students are transported |
| Copy of tuition schedule | Copy of current state license |
| Copy of salary schedule | Employee handbook (if applicable) |
| Current liability insurance policy (if not insured through Foursquare Insurance) | Abuse prevention/reporting policy |
| Copies of four most recent IRS 941 forms (if not insured through Foursquare Insurance) | Discipline policy |
| | Two copies of the entire newspaper page on which the the non-discriminatory as was published |