

General Guidelines for Visalia Education Foundation Pass-Through Accounts

Pass-Through Accounts Defined

Pass-Through Accounts are those funds that are accounted separately within the Visalia Education Foundation general account. Pass-Through accounts for our organization are usually requested to allow those who make donations to make them through a California 501 (c) (3) organization. One of the most distinct provisions unique to Section 501(c) (3) organizations as compared with other tax exempt entities is the tax deductibility of donations. Pass-Throughs approved by the Visalia Education Foundation must ultimately benefit Visalia Unified School District students or staff.

Request for Pass-Through Accounts

To initially set up such an account, the interested party should contact a member of the Executive Committee with details. The Executive Committee member will then seek approval from the rest of the Executive Committee. Requests for Pass-Throughs should be requested at least two weeks in advance - unless it is for a Memorial Scholarship.

Definition: Simple Pass-Throughs

Simple Pass-Throughs are defined as those accounts that have five or fewer checks deposited and five or fewer checks written per year, or are for scholarships administered by the Foundation.

Definition: General Pass-Throughs

General Pass-Throughs are for more complex pass-throughs that require more than five deposits and/or checks written in a year. Because the Visalia Education Foundation is made up solely of volunteers, a donation directly to the Visalia Education Foundation from the party requesting a General Pass-Through is appreciated.

Pass-Through Requirements

Cash deposits cannot be accepted.

All incoming checks should be made out to the Visalia Education Foundation. Incoming checks should include the name of the pass-through on the memo line. (Example: Mountain View Computer Conference)

Checks from a Pass-Through account should be requested at least 10 days in advance.

An invoice or copies of receipt(s) must accompany a request for a check written from a Pass-Through account.

On flyers or brochures for events or programs run through the Foundation, it would be appreciated if the Foundation is given recognition. A tag line such as “The Visalia Education Foundation’s purpose is exclusively educational and charitable to secure and distribute contributions for the benefit of students and staff of the Visalia Unified School District. www.visaliaeducationfoundation.org TAX ID: 94-2900046” or at least “www.visaliaeducationfoundation.org TAX ID: 94-2900046” are examples of what might be used.

First Reading: May 22, 2017

Approved: June 26, 2017