

Trustees' Handbook

for the Education Fund

Revised 2006

League of Women Voters of Texas Education Fund

*To be used as a supplement to
Handbook for Local League TEF Projects*



League of Women Voters[®]
of Texas

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For League use only—one copy per member.

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Trustee's Handbook for the Education Fund

To be used as a supplement to
Handbook for Local League TEF Projects

Introduction

This publication is for the use by the trustees of the League of Women Voters of Texas Education Fund and is to be used as a supplement to the *Handbook for Local League TEF Projects*.

Section 1. Governance of the Texas Education Fund (TEF)

1. TEF is governed by a board of trustees composed of the current members of the board of directors of the League of Women Voters of Texas (LWV-TX). The trustees are responsible for governing TEF.
2. An annual meeting of the TEF board of trustees shall be held immediately following the first meeting in each League year of the board of directors of LWV-TX. At the annual meeting, the trustees shall choose from among their members a chair, a vice chair, a secretary, and a treasurer, who shall assume the duties appropriate to these offices.
3. The chair shall notify the trustees of the time, place, and nature of business of each meeting prior to the meeting and shall preside at all meetings. The vice chair shall preside in absence of the chair.
4. A vacancy in any office for any reason shall be filled by the board of trustees from its remaining members for the unexpired portion of the term. A trustee vacancy may be filled through nomination and election by the remaining trustees.
5. Copies of the Trust Agreement, IRS Tax Exemption letter, handbook of policies and procedures, minutes, budgets, and treasurer's reports shall be on file with LWV-TX.
6. Communications to the public and to local Leagues shall be made in the name of the chair or a representative designated by the chair.
7. TEF policy handbooks shall be reviewed biannually (in nonconvention years) by TEF trustees.
 - a. *Policies & Procedures: A Manual for State and Local League Boards*
 - b. *Handbook for Local League TEF Projects*
 - c. *Trustees' Handbook for the Education Fund*

Section 2. Financial Policies

1. The board of trustees shall be responsible for funding TEF. All policies and procedures outlined in *Policies & Procedures: A Manual for State and Local League Boards* concerning statewide fundraising shall apply.
2. The TEF fiscal year shall be concurrent with the fiscal year of LWV-TX. A biennial budget shall be adopted by the board of trustees at its annual meeting. At each board meeting, trustees shall review current financial reports prepared by the treasurer. The budget may be amended at any meeting of trustees.
3. A trustee may be reimbursed for approved expenses by submitting a voucher with receipts to the treasurer. The policy on reimbursement of expenses included in *Policies & Procedures: A Manual for State and Local League Boards* shall apply to expenses for travel, lodging, meals, childcare, etc. (See Section 4.13 Reimbursement). Grant-related expenses shall be reimbursed in accordance with the terms of the grant.
4. Trustees shall not accept honoraria, salaries, or stipends for services rendered to TEF.
5. When deemed appropriate by trustees, stipends or salaries may be paid to off-board project directors, treasurers, and other persons performing services for TEF.
6. TEF may sell its publications and charge fees for conferences and other projects. When a project is financed by unrestricted funds, any income in excess of costs shall be for the unrestricted use of TEF.
7. All checks, drafts, and notes issued by TEF shall be signed by the chair or treasurer (through the office account). The trustees may appoint a special treasurer and designate an alternate signer who may issue checks from a special account established for a specific TEF project.
8. The policy on purchasing and contracting" in *Policies & Procedures: A Manual for State and Local League Boards* shall apply to TEF expenditures. (See Section 4.8 Purchasing and Contracting.)
9. At the end of each fiscal year, unused restricted funds (grants, designated funds, and local League accounts) shall be carried forward to the next year as assets. An allocation of unrestricted funds for a specific project may be carried forward by the direction of the trustees.
10. An independent review of TEF financial records shall be completed at the end of each biennium.

Section 3. Criteria for State-Supported Projects and Publications

State-sponsored projects and publications must meet the same criteria as specified for local League projects and publications in the *Handbook for Local League TEF Projects*.

1. State-supported projects of TEF must adhere strictly to the nonpartisan policy of the League, provisions of the Trust Agreement, and requirements of the Internal Revenue Service.
2. All state-supported projects, including publications, must meet the following criteria:
 - a. The project must be in the general area of government and public policy.
 - b. The project must be purely educational in nature.
 - c. The project must be factual, with no conclusions drawn from the facts.
 - d. The project must not duplicate the efforts of another organization.
 - e. The project must be of value to the intended group.

Section 4. Procedures for State-Sponsored Projects

State-sponsored TEF projects financed by unrestricted money and carried out by trustees shall be approved by trustees and recorded in the minutes, but no forms for approval or reporting are needed except when specifically required by the board of trustees.

The following procedures apply to all projects funded by restricted contributions, projects managed by off-board directors, and other projects when required by trustees. For projects funded by restricted contributions, the additional policies and procedures described in Section 5 Managing Grants must also be followed.

1. Contact TEF chair and appropriate committee chair to discuss proposed project.
2. Complete a State-Sponsored Project Proposal Form to be presented to the board of trustees (or Executive Committee, outside regular meeting) for approval.
3. Upon approval of the project, the assigned project director works with the project supervisor to implement the project. The project supervisor for state-sponsored projects is analogous to the local League project supervisor. See Section 7 Responsibilities of Local League Project Supervisors.
4. If seeking a grant to underwrite the project, the TEF chair and project supervisor must approve the grant proposal before submitted.
5. Prepare final reports as required by the granting agency or the board of trustees.

Section 5. Managing Grants

The following additional policies and procedures apply to all projects of TEF that are financed by grants.

1. Approval of the board of trustees is required before funding for any project is solicited or accepted and before any project is undertaken. The criteria and considerations listed in Section 3 are especially pertinent to grant-funded projects. See Section 3 Criteria for TEF Projects and Publications.
2. The FM&A Committee shall oversee projects to be funded by grants. Responsibilities of the committee are:
 - a. To ensure that the responsible board committee recommends to the board approval or denial of a proposed grant-funded project.
 - b. To recommend acceptance or rejection of a grant offered to TEF.
 - c. To ensure that all grants include both direct costs and the indirect costs attributable to office overhead and administration (board oversight).
 - d. To ensure that the appropriate board committee drafts and seeks board approval of job descriptions for paid positions.
 - e. To review and approve reports submitted by the project director and the project supervisor.
 - f. To ensure that a summary report of each grant-funded project is presented to the trustees and included in the minutes.
3. Expenses incurred in efforts to obtain grants may not be charged to the grant project, but may be charged to development costs or other appropriate budget items.
4. The trustees may authorize expenditures of unrestricted funds to pay initial costs of a project prior to receipt of an anticipated grant. The amount spent shall be returned to the unrestricted account when the grant is received.
5. When the project is completed, any remaining money must be disposed of in accordance with requirements of the grant. In the absence of such requirements, the remaining money shall become the unrestricted property of TEF.

Section 6. Local League Accounts and Projects

1. TEF is a vehicle for accepting tax-deductible contributions received by local Leagues. The TEF treasurer shall maintain an account for each local League that transmits such contributions to TEF.
2. TEF policies relating to local League accounts and projects are covered in the *Handbook for Local League TEF Projects*.
3. Meeting minutes of the board of trustees shall reflect action taken on each request for use of local League accounts when prior approval by the trustees is required and shall include the name of the trustee appointed as project supervisor.

Section 7. Responsibilities of Local League Project Supervisors

1. The trustee appointed as supervisor for a local League project shall ensure that all directions in the *Handbook for Local League TEF Projects* are followed. The supervisor reviews all material prior to printing. The supervisor maintains periodic contact with the director to monitor progress of the project. The supervisor may approve minor changes in the project as approved; substantial changes require board approval. The supervisor encourages filing of final reports promptly upon completion of the project.
2. When the project is completed, the supervisor will receive the completed Project Director's Report and Project Financial Report, with receipts attached. If all is in order, the supervisor shall:
 - a. Complete the Project Supervisor's Evaluation (see form in this handbook).
 - b. Send to the TEF secretary:
 - i. The Project Supervisors Evaluation,
 - ii. The Project Director's Report, and
 - iii. The Project Financial Report, with receipts attached.
3. If the project does not meet TEF requirements, the supervisor shall keep all forms and present an evaluation of the project to the board of trustees. The trustees may approve or deny payment for the project. If payment is denied, the trustees determine how the local League will be notified. In either case, the supervisor completes the steps in #2 above.

Section 8. Managing the Paperwork for State-Supported and Local Projects

1. The TEF secretary has the following responsibilities relating to both state and local projects:
 - a. To reflect in the minutes projects approved/disapproved, ensure that trustees are appointed as project supervisors or directors as appropriate, and include these appointments in the minutes.
 - b. To keep a record of current projects and scheduled completion dates and to request, through the trustee appointed as project director or supervisor, final reports not received within a suitable time.
 - c. To communicate pertinent information from project supervisors' evaluations to other trustees as appropriate.
 - d. To ensure that all directions in the *Handbook for Local League TEF Projects* pertaining to financial matters are followed.
 - e. To review and make decisions regarding approval of all projects submitted for reimbursement from TEF.
 - f. To notify the TEF treasurer when all forms have been received and that final release of funds to the local League is in order.
 - g. In addition, for *local* projects the secretary shall:
 - i. Include summaries of local League project requests in preboard reports.
 - ii. Distribute one copy each of the approved Project Request Form and the Project Supervisor's Evaluation Form to each trustee who is appointed as supervisor of a local League project.
 - iii. Notify appropriate local Leagues of projects approved/disapproved. Notification should include any changes made in the project request by the trustees, the name and address of the project supervisor, the Project Director's Report Form, and the Project Financial Report Form.
 - h. In addition, for *state-supported* projects the secretary shall:
 - i. Distribute forms to trustees who are appointed as directors or supervisors of state-supported projects. A trustee who is a project director receives a copy of the Project Director's Report Form and the Financial Report Form for State-Supported Projects. A trustee who is a project supervisor receives a copy of the Project Director's Report Form, the Project Supervisor's Evaluation Form, and the Financial Report Form for State-Supported Projects.
 - ii. Include in the minutes minimal reports on all state-supported projects and publications and attendance at workshops and conferences.
2. The TEF *treasurer* has the following responsibilities relating to both state and local projects:
 - a. Review and make decisions regarding approval of all projects submitted for reimbursement from TEF. Write reimbursement checks.
 - b. Ensure that adequate records are maintained for all income and expenditures of TEF.
 - c. Ensure that all directions in the *Handbook for Local League TEF Projects* pertaining to financial matters are followed.
 - d. Ensure that all financial policies pertaining to state-supported projects are in compliance with Section 2 Financial Policies.
 - e. Prepare and submit the Financial Report Form for State-Supported Projects when acting as treasurer for state-supported projects funded by restricted contributions or other state-supported projects as directed by the trustees.
 - f. Arrange for a biennial review of TEF accounts.

- g. Prepare permanent records of completed local League projects and state-supported projects and forward them to the state office at the end of each League year. The record for each project should include: the Project Request Form or Proposal For State-Supported Projects, Project Director's Report Form, Financial Report Form, receipts, and Project Supervisor's Evaluation Form. Copies of all printed materials for the project and correspondence considered essential for the files should also be included. Other material may be destroyed.
3. The state office shall:
- a. Distribute local League project requests to trustees for approval/disapproval, and notify trustees and local Leagues of approval or disapproval.
 - b. Make the appropriate number of copies of Proposal Forms for State-Supported Projects and distribute them to all trustees.
 - c. Retain TEF files received from the treasurer for 7 years in the state office before archiving.

Section 9. History

The League of Women Voters of Texas Education Fund was established in 1966 by the League of Women Voters of Texas as a trust under Texas law. A copy of the trust agreement, including the 1970, 1971, and 1975 amendments, is in the Appendix to this handbook.

TEF is classified as a 501(c)(3) organization by the Internal Revenue Service; thus contributions and bequests to it may be deducted for income tax purposes.

TEF was organized and shall operate exclusively for education purposes in the general area of government and public policy in the United States and the State of Texas. It shall carry out its purposes through research, publication of education materials, and other appropriate projects.

Appendices

The Appendices begin on the next page.

- Appendix A. Trust Agreement
- Appendix B. 501(c)(3) Classification (Tax Exemption) Letter
- Appendix C. Proposal Form for State-Sponsored Projects
- Appendix D. Financial Report Form for State-Sponsored Projects
- Appendix E. Project Director's Report Form for State-Sponsored Projects
- Appendix F. Project Supervisor's Evaluation Form for State-Sponsored Projects

TRUST AGREEMENT
LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
As amended 1970, 1971, and 1975

THIS TRUST AGREEMENT between the League of Women Voters of Texas, Inc., and the undersigned trustees,

WITNESSETH:

Founder hereby irrevocably grants and transfers unto the Trustees the sum of \$300.00, to have and to hold unto themselves, their successors, and assigns, in trust nevertheless, upon the following uses and trusts:

ARTICLE I

Name

The name of the trust shall be the League of Women Voters of Texas Education Fund, hereinafter referred to as FUND.

ARTICLE II

Purpose of FUND

The purpose or purposes for which the FUND is organized are: To receive, to hold, and to invest contributions and funds, and to distribute such funds for educational uses and to conduct such other activities as are supplemental or incidental thereto, and are not in conflict therewith. No part of the net earnings of the FUND shall inure to the benefit of any private shareholder or individual and no substantial part of the activities of the FUND shall be the carrying on of propaganda, or otherwise attempting to influence legislation. Nor shall the FUND participate or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office or be partisan in its approach to political campaigns.

In the event this trust is dissolved all the assets thereof will become the property of the League of Women Voters Education Fund, a trust organized in Washington, D.C. In the event the League of Women Voters Education Fund shall at any time become no longer qualified to receive the assets under the provisions of Sec. 501(c)(3) of the Internal Revenue Code of the United States of America, the Trustees shall prescribe a substitute therefore, which is so qualified, and in any event, the assets shall in the event of dissolution of this trust, become the property of an organization which is tax exempt under Article 501(c)(3) of the Internal Revenue Code or a similar statute then in effect.

ARTICLE III

Board of Trustees

A. **Organization.** The affairs of the FUND shall be managed by a Board of Trustees, which shall enjoy full discretion in said management except as otherwise provided in this instrument. Said Board shall consist exclusively of those persons who, at the same time, constitute the Board of Directors of the League of Women Voters of Texas. Accordingly no person is at the same time a member of said Board of Directors; and each person holding membership on said Board of Directors shall, by reason of such membership, be a member of the Board of Trustees of the FUND and shall remain as such while, but only while, retaining office as such Director.

- B. **Election and Term.** Election or appointment to the Board of Directors of the League of Women Voters of Texas shall automatically invest the Director in question with membership on the Board of Trustees of the FUND and for the term of office corresponding to that as such Director.
- C. **Vacancies.** Office as a member of the Board of Trustees of the FUND becomes vacant only as the holder ceases to hold office as a Director of the League of Women Voters of Texas and accordingly shall be filled by such person as the League shall designate as a Director to fill such vacancy on the Board.
- D. **Annual Meeting.** An annual meeting of the Board of Trustees of the FUND shall be held at the time and place designated by said Board. At such annual meeting, any affairs of the FUND may be acted upon.
- E. **Interim Meetings.** Interim meetings of the Board of Trustees of the FUND shall be held contemporaneously with the meetings of the Board of Directors of the League of Women Voters of Texas except as the Board of Trustees may, from time to time, decide upon a different time and place for particular meetings.
- F. **Quorum.** A majority of the Board of Trustees shall constitute a quorum for the transaction of business.
- G. **Voting.** Each Trustee shall have one vote, and the vote of a majority of the Trustees present at a meeting of the Board of Trustees duly called and at which a quorum is present shall be necessary for the exercise of the powers of the Board of Trustees hereunder.
- H. **Voting Mail, etc.** The Chairman of the Board of Trustees or any three Trustees may submit any question in writing to each member of the Board of Trustees. Each trustee shall then vote Yes or No on the said question and shall transmit a signed copy of his vote to the Chairman. An affirmative or negative by a majority of all trustees shall constitute effective action in the premises by the Board of Trustees, to the same effect as if such action had been at a meeting of the Board of Trustees duly called and at which a quorum was present.
- I. **Removal.** Removal from office as a member of the Board of Directors of the League of Women Voters of Texas shall automatically remove said member from membership on the Board of Trustees of the FUND.
- J. **Annual and Interim Reports.** The Trustees shall submit an annual report of the finances and activities of the FUND to the Board of Directors of the League of Women Voters of Texas, and shall furnish the said Board of Directors such other reports as it may direct.

ARTICLE IV

Power of the Trustees

The Trustees, without application to any Court for more special authority therefor, shall have full discretionary power in the management of the FUND:

- A. To receive and accept gifts and donations from the general public or any other sources for the purpose of the FUND, hereinabove expressed, and for administration in accordance with the provisions of this Trust Agreement.

- B. To receive and accept for administration in accordance with the provisions of this Trust Agreement, gifts and donations from any source, for an express purpose; provided such purpose is within the scope of the purposes of the FUND hereinabove expressed.
- C. To disburse all funds of the FUND, whether received as a gift, donation, or income, to effectuate any of the purposes of this FUND as hereinabove expressed.
- D. To sell, without notice, at public or private sale, and to exchange, mortgage, lease, pledge, partition, appraise, apportion, divide in kind, borrow on, or hypothecate any and all of the trust funds and properties, whether realty or personally, upon such terms and condition as they deem best, and in so doing to execute all necessary deeds or other instruments. No person dealing with the Trustees shall be required to look to the application of any money or other property paid or transferred to the Trustees.
- E. To retain any properties, securities, or investments now or hereafter transferred to them and to invest and reinvest any such assets or any fund or moneys coming into their hands as Trustees, in stocks, bonds, securities or other properties, real or personal, without being limited to investments which are prescribed by law for trust funds and without liability on the Trustees' part that the Trustees shall not make investments with a view toward obtaining short-term trading profits.
- F. To hold or register securities in their names as Trustees, or in the name of their nominees, or to take and keep the same unregistered and to retain them in such a condition that they will pass by delivery.
- G. To borrow money for any purposes in connection with the administration of the trusts and to encumber or pledge all or any part of the trust properties as securities therefor.
- H. To pay all reasonable costs, charges, and expenses incurred in the administration of the trusts, including reasonable expenses for the Trustees in attending meetings of the Board of Trustees.
- I. To pay from principal or income such assessments, expenses, or sum of money as the Trustees deem expedient for the protection of any of the trust investments.
- J. To employ such agents, attorneys, and counsel, including investment counsel as may be reasonably necessary or desirable in managing, protecting, and investing the trust funds, and to pay them reasonable compensation therefor.
- K. To contract with others and to stipulate in the contract or contracts against the personal liability of the Trustees.
- L. To vote, in person or by proxy, any stock held in trust and to exercise any and all rights of stockholders, bondholders, and security holders, with respect to any stocks, bonds, or other securities held in trust, including the exercise of subscription rights and conversion privileges, and to participate in consolidation, merger, reorganization, or financial readjustment of any corporation or corporations, including the exchange of securities and stock in connection therewith.

- M. To defend suits at law or in equity or before any other bodies or tribunals, affecting the trust; to begin suits and prosecute the same to final judgment or decree; to compromise claims or suits or submit the same to arbitration; to maintain actions to foreclose mortgages which may at any time form part of the trust or, in lieu of foreclosure, to accept deeds from the owners.
- N. To do any and all other acts and things necessary, proper, or advisable to effectuate the purposes of the FUND.

Notwithstanding the foregoing grant of powers, the Trustees shall not engage in any prohibited transaction within the meaning of the Section 503(c)(3) of the Internal Revenue Code of 1954 (or corresponding provisions of any subsequent United States Revenue Laws), nor shall they accumulate income in such a manner as to involve denial of tax exemption under Section 504 of said Code (or the said corresponding provisions).

In the exercise of any of the powers herein conferred the Trustees shall be free and wholly exonerated from liability on account of any honest error or judgment or by reason of acts or things done, suffered, or omitted in good faith and without willful default or neglect.

ARTICLE V

Funds and Properties

- A. **Separation.** The Trustees shall keep all property of the trust as a separate and distinct fund and in such a manner as to be identifiable and shall not intermingle such funds with their personal funds or funds for other purposes. In no event shall any funds or property of the FUND be used for the general purposes of the League of Women Voters, or for any purpose not hereinabove provided.
- B. **Depository.** The cash funds of the FUND shall be kept in an account maintained in the name of the FUND in such depository as the Trustees shall from time to time select. Such depository shall be hereby authorized to pay out from the funds on deposit the signature of any individual who may from time to time be given power of attorney for such purpose for or on behalf of the Trustees.

ARTICLE VI

Compensation

The Trustees shall not be entitled to any compensation for services rendered as Trustees, but A reasonable and proper compensation may be paid to any Trustee acting in a professional capacity in behalf of the FUND.

ARTICLE VII

Duration

The duration of the FUND shall be perpetual, subject to termination only by vote of the Board of Directors of the League of Women Voters of Texas or by the following circumstances:

In the event of the dissolution of the League of Women Voters of Texas, thereby making it impossible for the new Trustees to be elected, the then existing Board of Trustees of the FUND shall become self-perpetuating. Thereafter, any vacancies resulting from resignation,

death or inability to serve shall be filled by majority vote of the remaining Trustees. The FUND shall be automatically terminated upon failure of any such self-perpetuating Board of Trustees to fill any vacancy with a period of one year. Termination may also be effected by a unanimous vote of any such self-perpetuating Board of Trustees.

ARTICLE VIII

Applicable Law

The trust herein created shall be administered in the State of Texas and to the extent feasible shall be kept in said state. It is the intention of the parties hereto that this trust agreement shall in all respects be construed and interpreted according to the laws of the State of Texas, and that the parties in all things in respect thereto be governed by such laws. This Article, however, shall not be deemed a limitation upon any of the powers of the Trustees, or to prevent their investing in properties, real or personal, located outside the State of Texas.

ARTICLE IX

Special Power of Trustees

The Trustees shall have power, by unanimous action in writing, and subject to approval by the Board of Directors of the League of Women Voters of Texas (if the said organization is in existence), to make such clarifying, administrative, or other amendments to this Trust Agreement as are consistent with the purposes of this Trust; provided, however, that no amendment shall be made to Article II, relating to purpose, not to Article VII, relating to duration, nor shall any such amendment grant to the Trustees any power expressly denied to them in Article IV.

ARTICLE X

Acceptance

The Trustees by joining in the executing of this Agreement signify their acceptance of the trust. The trust upon executing hereof shall be given effect as of June 1, 1966.

IN WITNESS WHEREOF, the parties hereto have set their hands.

Signed and notarized by original seven Trustees

Recorded in Volume 3346, pages 1294-1300,
of the Deed Records of Travis County, Texas,
as amended by instruments recorded in later
volumes of said Deed Records.

501(c)(3) Classification (Tax Exemption) Letter



TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

SUSAN COMBS • COMPTROLLER • AUSTIN, TEXAS 78774

August 31, 2014

LEAGUE OF WOMEN VOTERS OF TX, EDUC. FUND

AUSTIN, TX

According to the records of the Comptroller of Public Accounts, the following exemption(s) from Texas taxes apply to the above organization(s):

Sales and use tax, as of 08-29-1977

(provide Texas sales and use tax exemption certificate Form 01-339 (Back) to vendor)
The entity is not exempt from hotel occupancy tax.

Texas taxpayer identification number: 32002704933

This exemption verification is not a substitute for the completed exemption certificates that are required when claiming exemption from Texas taxes. Vendors should be familiar with the requirements for accepting the certificates in good faith from their customers.

This exemption verification does not mean that the organization holds a permit for collecting or remitting any Texas taxes.

Exempt organizations must collect tax on most sales. For more information, please see our publication *Exempt Organizations Sales and Purchases* (96-122). Online registration is available.

For information concerning sales taxpayer permit status, please use the vendor search we provide online.

Corporations that are registered in Texas with the Secretary of State must maintain a current registered agent and registered office address. Information is available from Business and Nonprofit Forms page of the Secretary of State's Website. Additionally, out-of-state corporations, limited liability companies, or limited partnerships transacting business in Texas may need to file a Certificate of Authority or Registration with the Texas Secretary of State. More information is available from the Foreign or Out-of-State Entities page on the Secretary of State's Website.

Our publications and other helpful information are available on our website. If you need more information, write to us at exempt.orgs@cpa.state.tx.us, or call us at (800) 252-5555.

Proposal Form for State-Sponsored Projects

League of Women Voters of Texas Education Fund
1212 Guadalupe St., #107, Austin, TX 78701
512-472-1100; Fax 512-472-4114

Title of Project:

Description of Project:

Purpose:

Need:

Target audience:

LRP Goals/Objectives to be met:

Who does the work?

Committee responsible:

Project director:

Project supervisor:

Role of state office staff:

Role of additional hired staff, if necessary:

Timeline of activities (track the work from beginning to b end):

How would the project be promoted or marketed?

Please describe anticipated project income and expenses below.

Sources of Project Income

Amount

LWV-TEF funds already on deposit: \$ _____

Additional donations for project
expected from:

Source: _____ \$ _____

Source: _____ \$ _____

Source: _____ \$ _____

Source: _____ \$ _____

Total Project Income: \$ _____

Project Expenses

Amount

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

4. _____ \$ _____

5. _____ \$ _____

6. _____ \$ _____

7. _____ \$ _____

8. _____ \$ _____

Total Project Expenses: \$ _____

Person completing the form: _____ Date: _____

Title: _____ Day phone: _____

Financial Report Form for State-Sponsored Projects

League of Women Voters of Texas Education Fund
1212 Guadalupe St., #107, Austin, TX 78701
512-472-1100; Fax 512-472-4114

PROJECT TITLE: _____

Project Director: _____ Title: _____

Day Phone: _____ Evening Phone: _____

Project Supervisor: _____

Day Phone: _____ Evening Phone: _____

INCOME

Unrestricted income \$ _____

Restricted income \$ _____

Sales \$ _____

Fees \$ _____

Other (please list):
_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Income \$ _____

EXPENSES

Administration \$ _____

Salaries/stipends \$ _____

Office overhead \$ _____

Volunteers expenses \$ _____

Supplies \$ _____

Printing \$ _____

Postage \$ _____

Other (please list):
_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Expenses \$ _____

(Signature of Project Treasurer)

Date

Project Director's Report Form for State-Sponsored Projects

League of Women Voters of Texas Education Fund
1212 Guadalupe St., #107, Austin, TX 78701
512-472-1100; Fax 512-472-4114

PROJECT TITLE: _____

Project Supervisor: _____ Title: _____

Day Phone: _____ Evening Phone: _____

1. Describe the primary accomplishment of the project:

2. How many persons did the project reach? How was this accomplished?

3. Was the project successful? Describe how well it served the public.

Signature of Project Director

Date

Project Director's Day Phone _____ Evening Phone _____

Project Supervisor's Evaluation Form for State-Sponsored Projects

League of Women Voters of Texas Education Fund
1212 Guadalupe St., #107, Austin, TX 78701
512-472-1100; Fax 512-472-4114

PROJECT TITLE: _____

- | | | |
|---|------------------------------|-----------------------------|
| 1. Have you received copies of the following from the Project Director: | | |
| a. Project Director's Report | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Project Financial Report (2 copies; one w/ receipts attached) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. All relevant printed material | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If not, why:

2. Was the project implemented as planned? If not, why not:

3. What changes were required and why?

4. Do you have suggestions for managing similar projects in the future?

5. Do you have other comments?

6. Are there any individuals who worked on the project whom you would recommend for future TEF projects: Were they employed by TEF for this project?

Signature of Project Supervisor Date

Day Phone _____ Evening Phone _____

Project Director's Name: _____ Day phone: _____