



## Financial Basics

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- All Networks are required to set up their own bank accounts in the Network's name.
  - It cannot be an individual's bank account.
- All Networks must submit their own Federal Identification Number. This can be applied for online: <https://sa2.www4.irs.gov/modiein/individual/index.jsp>
- It is suggested that Networks prepare a general budget for the year, along with a budget for each significant event.
- Operating funds vs. scholarship funds
  - Operating funds are used to keep the Network in operation. This would include money for any additional mailings, meetings, deposits, and other expenses incurred. These are to be managed by the Network in an independent operating account, external to the Texas Exes.
  - Scholarship funds are those designated for student support. They should be sent to the Texas Exes Scholarship Foundation by May 15<sup>th</sup> to be awarded.
    - Donations to an endowed scholarship account will only be returned with express written approval of the TESF Board of Directors.
    - Donations to a pass through scholarship account for which no eligible recipient can be found will generally be retained in the account for award the following year. Funds not awarded may be returned upon written request of the original donor.
  - Charitable Operations funds are those designated for a Network's Charitable Operations endowment and are managed by the Texas Exes. These funds are designated for specific purposes governed by the Network's endowment agreement.
- Donations to the scholarship funds managed by the Texas Exes Scholarship Foundation are tax-deductible.
  - Checks for scholarships should be written to the Texas Exes Scholarship Foundation
- Donations to the Network's Charitable Operations Endowment, managed by the Texas Exes, are tax-deductible. **Donations or event revenues given directly to the Network's operating account are NOT tax-deductible.**