



# **INTERNAL AUDIT REPORT**

*Lynn Scully, Internal Auditor*  
Town of Trumbull, CT

**Revenues – Funding from Nonprofit Organizations**

**June 2008**



**Lynn R. Scully**  
Internal Auditor

Tel (203) 452-5064  
Fax (203) 452-1005  
[lscully@trumbull-ct.org](mailto:lscully@trumbull-ct.org)

July 10, 2008

**Mrs. Kathleen McGannon, Chairperson**

Board of Finance  
Town of Trumbull  
5866 Main Street  
Trumbull, CT 06611

Mrs. McGannon,

I respectfully submit the enclosed report entitled Revenues – Funding from Nonprofit Organizations.

This first look at revenues began several months ago and involved all Town of Trumbull Departments, including Trumbull Public Schools (TPS). It was designed to address the following objectives:

- ◆ Provide an overview of the different outside sources of funding for the various departments of the Town of Trumbull (hereafter the “Town”);
- ◆ Obtain an understanding of regulatory requirements (Federal and State) for outside organizations that provide financial support to the Town;
- ◆ Determine the role and responsibilities of the Town in accepting supplemental funding from outside organizations;
- ◆ Identify opportunities for strengthened controls with respect to the Town’s relationships with outside organizations.

Given today’s economic climate, it is likely that the Town’s dependence upon outside organizations to assist in supporting community services (with both manpower and funding) will continue to grow. While most of the information obtained for the purposes of this review is not included in our audited financial statements, it is essential to acknowledge this evolution in order to make informed strategic decisions about the future of our Town.

Through this review, approximately \$4 million in funding (annually) from outside organizations has been identified. Perhaps more important, however, is the information that was *not* possible to quantify: namely, the countless volunteer hours associated with these outside organizations. Without the efforts

of these dedicated volunteers, the Town of Trumbull would not be able to provide the excellent level of emergency and educational services that our community proudly offers.

Many representatives of the Town (including TPS) participated in this study, along with representatives of some of the nonprofit organizations identified in this report. Their willingness to share information and ideas on the subject matter is greatly appreciated.

Thank you for the opportunity to provide this information to the Board of Finance.

Very Truly Yours,

*Lynn Scully*, Internal Auditor

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## **A. Introduction**

The following report represents several months of review and analysis of supplemental funding for the Town.

This review was designed to address the following objectives:

- ◆ Provide an overview of the different outside sources of funding for the various departments of the Town;
- ◆ Obtain an understanding of regulatory requirements (Federal and State) for outside organizations that provide financial support to the Town;
- ◆ Determine the role and responsibilities of the Town in accepting supplemental funding from outside organizations;
- ◆ Identify opportunities for strengthened controls with respect to the Town's relationships with outside organizations.

In the course of this review, it became apparent that there were a number of nonprofit organizations that do not necessarily fund particular departments of the Town of Trumbull but otherwise have close ties to Town government (e.g. organizations that use our parks or school facilities almost exclusively for the benefit of Trumbull residents) that should also be included in this review. The criteria for this analysis was expanded to include sports organizations, Trumbull Loves Children (TLC), Inc. and the Regional Dispatch Center, as all of these organizations clearly play an integral role in our community life.

Information obtained via the internet was essential in this review. While a detailed listing of related internet sites is included in Section E of this report, I relied most heavily upon federal tax returns available through Guidestar ([www.guidestar.org](http://www.guidestar.org)), which maintains a searchable database of nonprofit organizations.

Please note that the listing of organizations in Section B should not be considered comprehensive, as many smaller organizations may exist that are not easily identified through internet search. It should be further noted that of the 57 organizations identified in this review, I was unable to obtain financial data for 29 (50%) of them. This is presumably due to the reporting requirements of the Internal Revenue Service (IRS), which has recently changed its electronic filing requirements for Small Exempt Organizations (\$25K or less in gross receipts). Effective in 2008, these smaller organizations must now electronically submit Form 990-N, also known as the e-postcard, and the information contained therein will be accessible by the public.

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**B. An Overview of Nonprofit Organizations that Support Trumbull**

The following is a listing of nonprofit organizations that support (or are otherwise associated with) various departments of the Town of Trumbull:

<b>Town Department/Associated Organization</b>	<b>Average Annual Expenditures*</b>	<b>Departmental Subtotal</b>
<b>Animal Control</b>		
Trumbull Animal Group (TAG)	9,295	9,295
<b>Business Education Initiative</b>		
Business Education Initiative, Inc.	12,883	12,883
<b>Emergency Medical Services</b>		
Trumbull Emergency Medical Service Association, Inc.	68,106	68,106
<b>Library</b>		
Fairchild Nichols Memorial Library Association, Inc.	69,033	
Friends of the Trumbull Library	32,978	
Trumbull Library Foundation	NA	102,011
<b>Trumbull Nature Center</b>		
United Way	NA	
Long Hill Garden Club	NA	
Trumbull Community Women	NA	
<b>Outside Sports Organizations</b>		
Trumbull Pisces Swimming Association	131,514	
Trumbull Racing Cycling Kids, Inc.	33,210	
Trumbull Little League	NA	
Trumbull Babe Ruth	NA	
Trumbull United Soccer Club Inc.	NA	
Trumbull Pop Warner Football	NA	
Trumbull Pop Warner Cheerleading	NA	164,724
<b>Parks</b>		
Long Hill Garden Club	NA	
The Trumbull Land Trust Inc.	NA	
Tashua Improvement Assoc. Inc.	NA	
T-Dog	NA	
<b>Town of Trumbull Miscellaneous</b>		
Nichols Improvement Association, Inc.	28,990	
Rotary Club of Trumbull	138,727	
Trumbull Community Women	NA	
Trumbull Historical Society, Inc.	20,950	

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Trumbull Police Benevolent Association, Inc.	NA	
Trumbull Regional Dispatch Center, Inc.	458,720	647,386
<b>Trumbull Public Schools</b>		
<b>Trumbull Early Childhood Education Center</b>		
TECEC PTO	NA	
TECEC Fathers Club	NA	
TECEC Playground Fund	NA	
<b>Booth Hill School</b>		
Booth Hill PTA	NA	
Booth Hill Fathers Club	NA	
<b>Daniels Farm School</b>		
DFS PTA	104,724	
DFS Fathers Club	NA	104,724
<b>Frenchtown School</b>		
Frenchtown PTA	NA	
Frenchtown Fathers Club	NA	
<b>Jane Ryan School</b>		
Jane Ryan PTA	108,590	
Jane Ryan Fathers Club	NA	108,590
<b>Middlebrook School</b>		
Middlebrook PTA	86,018	
Middlebrook Fathers Club	NA	86,018
<b>Tashua School</b>		
Tashua PTA	129,790	
Tashua Fathers Group	NA	129,790
<b>Hillcrest Middle School</b>		
Hillcrest PTA	NA	
<b>Madison Middle School</b>		
Madison PTA	80,246	80,246
<b>Trumbull High School</b>		
THS PTA	NA	
THS Scholarship Foundation, Inc.	23,000	
Trumbull ACES Foundation	16,597	
Trumbull Eagle Marching Band	306,154	
Trumbull Touchdown Club Inc.(Football)	56,744	
THS Boosters Club, Inc. (THS Sports)	15,000	
Trumbull Diamond Club (Baseball)	25,000	
Trumbull Takedown Club (Wrestling)	5,000	
Power Play Club (Hockey)	12,000	

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THS Choir Parents	10,000	469,494
<b>TPS Miscellaneous</b>		
CT Educational Media Association	89,786	
Trumbull Loves Children (TLC)	1,740,877	
Trumbull PTA Council	28,175	
Trumbull School Volunteers, Inc.	NA	
Trumbull Technology Foundation Inc.	NA	
Friends of the Farm (Agriscience parents)	NA	1,858,838
<b>Total Annual Funds from Outside Organizations</b>	<b>\$ 3,842,105</b>	<b>\$ 3,842,105</b>

\* Sources for this info include IRS Form 990 or 990-EZ, data gathered through interviews conducted, etc. Some of these organizations have fiscal year ends that differ from that of the Town (6/30/XX). Since the main purpose of this analysis is to have a truer picture of the Town's operational costs, the decision was made to use each organization's expenditures on behalf of the Town rather than gross receipts.

**NA** – This organization does not have a publicly available tax return. Taking a conservative estimate of \$10K expended per each of these organizations, the annual amount exceeds \$4.1 million, which is approximately 3% of the Town's 2008-2009 General Fund Budget.

Most of the organizations listed have further information regarding their activities on individual websites (see Section E., *Sources of Information Regarding Local Nonprofits*).

Approximately 70% of the organizations presented in the above analysis are dedicated exclusively to the children of Trumbull.

The breakdown of expenditures from the above listing is as follows:

Average Annual Expenditures	# Organizations
Less than \$25K	38
\$25-100K	11
Over \$100K	8

## **C. Key Controls**

### **Federal Requirements**

**Internal Revenue Service (IRS)** - Organizations must apply to the IRS for tax-exempt status (the IRS issues a tax identification number). New law (2008 - Pension Protection Act) imposes an affirmative annual filing requirement (IRS Form 990, 990-EZ or 990-N) on every nonprofit organization, regardless of size (prior to the new law, nonprofit organizations with gross revenues in excess of \$25,000 were required to file Form 990). These IRS returns are available to the public. "Failure to file" penalties against the organization and responsible person(s) can include fines and imprisonment.

### **State Requirements**

**Secretary of State** – A Certificate of Incorporation, Organization and First Annual Report must be filed with the Secretary of State's Office. Annual Reports and any changes (address, statutory agent, changes to governing documents) must also be filed.

**State Department of Consumer Protection (Attorney General)** – Certain nonprofit organizations that fundraise are required to register with the Public Charities Unit of the Attorney General's Office. Note: PTA's and other nonprofits that directly fundraise on behalf of TPS or the Town are exempt, as are organizations that normally receive less than \$50K in donations annually. These organizations are required to apply for exemption by filing a Claim of Exemption from Registration Form CPC-54, however.

**State Department of Revenue Services** – Nonprofits must be registered with the Department of Revenue Services and must obtain a tax registration number.

### **Parent Organizations**

Many of the organizations listed are affiliated with larger parent organizations which provide structure and guidelines (PTA organizations, Little League, etc.).

## **D. Findings and Recommendations**

It should be noted that no significant internal control issues were identified as a result of this review. The following findings and recommendations are operational in nature and are intended to assist Town administrators in identifying opportunities for strengthened controls and cost savings.

### **1. Contractual Relationships**

#### **a. Finding re: Use of Town Facilities Policy:**

During the course of this audit, it was determined that one of the sports organizations listed above was substantially not in compliance with the reporting requirements of the IRS and various state agencies.

Further, this same organization commenced construction of a press box/concession stand on Town property with insufficient funds to complete the project.

The Parks Commission has recently revised its *Use of Town Facilities Policy* (see Section F for revised policy, 1/08) which includes the following:

- Background checks** - with guidelines as to who should be disqualified
- Insurance Certificates** - evidence of required general liability coverage
- Financial Disclosure** - establishing the Town's right to audit
- Improvement to Town Property** - outlining the required approval process for proposed field maintenance, enhancements or construction projects within the park system.

This revised policy is intended to be used as a contractual agreement, signed annually by representatives of the Parks Commission and the outside sports organization. The signed agreement and proof of compliance with its terms is to be provided to the commission prior to the authorized use of Town facilities.

This new policy/agreement does not address the issue of compliance with federal and state reporting requirements.

#### **Recommendation:**

It is recommended that this policy be further revised to include language similar to the following:

*It is the expectation of the Town of Trumbull Parks Commission that all outside nonprofit organizations permitted to use Town facilities are in compliance with federal and state reporting requirements. In the event*

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*that noncompliance with these regulatory requirements is brought to the attention of the Town, the Town Parks Commission reserves the right to suspend the organization's use of facilities until evidence of subsequent compliance is provided.*

**b. Finding re: Contractual Relationship with Trumbull Loves Children (TLC):**

Trumbull Loves Children, Inc. (TLC) is a 501(c)(3) organization that operates in each of the elementary and middle schools in Trumbull, providing preschool, before and after-school care and summer camp programs for Trumbull's elementary and middle school students. With gross receipts in excess of \$1.8 million for the fiscal year ended August 31, 2007, this organization is the largest nonprofit included in this review. Clearly the largest single before and after-school child care provider in Town, TLC (through its contract with the Town) has exclusive access to TPS facilities, along with transportation and custodial resources.

The current contractual agreement between the Town of Trumbull/Trumbull Public Schools and TLC is dated Jan 19, 1994. The agreement was amended in 2004 to add Frenchtown Elementary School. The annual lease payment due to the Town from TLC for the fiscal year ended June 2008 is \$32,881. TLC has also been billed approximately \$20K for custodial overtime and \$13K for utilities for FY 2007-2008.

While the contract clearly states that TLC is to *periodically provide reports to TPS and the Town with regard to any and all aspects of its child care operations in and for the Trumbull Public Schools*, there is no evidence that such reporting has transpired in recent years. Attempts to obtain audited financial statements of TLC for the purposes of this review were also unsuccessful.

**Recommendation:**

TLC, under the auspices of the Town and TPS, has grown organizationally and programmatically over the years to include summer camps, a "fun zone" at Daniels Farm School and corporate offices located at 2 Corporate Drive, Trumbull. TPS, Town administrators and members of the Town's Board of Education should review the current contract with TLC to determine whether it adequately addresses all of the issues that have evolved in its working relationship with the organization and whether the existing cost-sharing arrangements continue to meet the needs of all parties. Further, audited financial statements should be provided to TPS and the Town, along with interim (perhaps quarterly) financial updates.

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**c. Finding re: Contractual Relationship with Impact Management Consulting:**

The Town currently pays an outside consultant, Impact Management Consulting, to manage both the Town of Trumbull Business Education Initiative (BEI) and Channel 17, our local cable television broadcast station. There is no written contractual agreement with this company.

**Recommendation:**

While the discussion of separating BEI and Channel 17 is discussed below (see Finding 2.a.), the Town should consider drafting a contract for the services provided by Impact Management Consulting. This will protect the interests of both parties, allowing for a clearer understanding of the role of this consultant within our organization.

**2. Budgeting**

**a. Finding re: BEI/Channel 17 Budgets:**

**BEI and BEI, Inc.**

Town of Trumbull Business Education Initiative (BEI) has defined its role as follows:

*“A partnership among business, education, community and town government to assist students in Grades K-12 with an awareness of the world of work through career exploration activities.”*

BEI’s board of directors meets monthly (excluding Dec & Jan).

*BEI, Inc. of Trumbull*, a nonprofit organization, was formed to fundraise on behalf of BEI. BEI, Inc. of Trumbull has a separate board of directors that meets bi-monthly, with BEI, Inc. considered a “committee of BEI.”

**Channel 17**

Channel 17 is the Town of Trumbull’s educational access channel. The Town of Trumbull Cable Advisory Committee was formed in 2003 and it’s mission is:

*“To ensure that the residents of Trumbull have excellent cable television through the creation, airing, and viewing of community access programming that presents news and information specific to the community.”*

In reviewing the structure and activities of both BEI and Channel 17, it is unclear

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as to why the activities of these distinctly different programs are combined within the Town's budget.

**Recommendation:**

Given the dissimilarity of BEI and Channel 17, transactions for these organizations should be budgeted and accounted for separately. As there is currently no contract in place for the management of these functions (see Finding 1.d., above), the terms of this contractual arrangement must be determined before the costs associated with the two programs can be properly allocated.

**b. Finding re: Disclosure of Outside Support:**

The financial activities of these outside organizations are not normally included in the Town's annual financial statements (exceptions to this would include donations of cash or fixed assets). Without periodic review of the funding and manpower provided by outside organizations, however, the Town is not fully informed concerning its true operational costs.

**Recommendation:**

As part of the normal budgetary process, Town/TPS department heads should be required to routinely provide information regarding transactions by outside nonprofit organizations effecting their respective departments. This will offer an opportunity to acknowledge the efforts of these organizations and afford the Town a truer picture of the sources and uses of operating funds.

**3. Other Issues**

**a. Finding re: Trumbull Technology Foundation:**

The Trumbull Technology Foundation was formed as a non-profit organization in 1994. Its mission (from its website 4/08), is as follows:

*"The purpose of the Trumbull Technology Foundation is to operate and act exclusively for the benefit of the Trumbull Public School System. We support the growth of technology in order to prepare Trumbull students for the 21<sup>st</sup> century and to increase community awareness of the need for technology in the school system."*

In April 2003, by Trumbull Town Council Resolution (TC19-200), the Trumbull Technology Foundation was *approved to administer funds from Trumbull Public*

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*School rental income in excess of custodial, maintenance and utility costs for the purpose of enhancing the Trumbull Public Schools System through the use of technology (until June 30 2008).*

The last known distribution of funds from TPS to the Trumbull Technology Foundation was in February, 2006 (\$10,685). Minigrants from the foundation to TPS staff were last distributed in 2006-2007 in the amount of \$16,281 (per BOE minutes dated 9/5/06).

It appears that this organization is no longer active, as no further funds have been provided by the Town/TPS to the organization, no grants were distributed in 2007-2008 and the Trumbull Technology Foundation website is no longer functional.

**Recommendation:**

Although by Council resolution this organization is entitled to a distribution of funds for rental proceeds through June 2008, such distribution should not be made until Trumbull Technology Foundation has provided evidence (in the form of financial statements and meeting minutes) that it continues to be an ongoing concern.

## **E. Sources of Information Regarding Local Nonprofits**

The following is a list of sources of information for this analysis.

**Departmental Questionnaires** – In the fall of 2007, information was obtained via a questionnaire from Town Department Heads (not including TPS) regarding all sources of non-tax revenue. This information will be used in future revenue-related audits. A sample of the questionnaire is attached as exhibit A.

**Interviews** – Interviews were conducted with various Town (including TPS) administrators and representatives of outside nonprofit organizations.

**GuideStar** ([www.guidestar.org](http://www.guidestar.org)) – This nonprofit organization gathers and publicizes information about nonprofit organizations in a searchable database. They obtain financial information from the IRS Business Master File of exempt organizations and IRS Forms 990, 990-EZ, and 990-PF. Other information, such as an organization's programs, accomplishments, and goals, are obtained directly from the organization or from the organization's Form 990 or 990-EZ.

**Internal Revenue Service (IRS)** – Information about public charities is available at [www.irs.gov/charities/](http://www.irs.gov/charities/). All Connecticut 501(c)(3) Corporations are required to obtain a tax ID number from the IRS and must also apply for recognition of exemption. Annual informational filings of IRS Form 990 (990-EZ, 990-N) are required, depending on gross income levels. This information is available for public inspection.

**State of Connecticut Department of Revenue Services** ([www.ct.gov/drs/](http://www.ct.gov/drs/)). All Connecticut 501(c)(3) Corporations are required to obtain a tax ID number from the CT Department of Revenue Services.

**State of Connecticut Secretary of the State** - All Connecticut 501(c)(3) Corporations should be registered with the Secretary of State's Commercial Recording Division. To look up a particular organization, go to [www.concord-sots.ct.gov/CONCORD/](http://www.concord-sots.ct.gov/CONCORD/).

**State of Connecticut Department of Consumer Protection** ([www.ct.gov/ag/](http://www.ct.gov/ag/)) – Connecticut Solicitation of Charitable Funds Act requires that certain nonprofit organizations be registered with the State's Department of Consumer Protection. While the majority of the organizations included in this review should be considered exempt from registration, an exemption certificate (CPC-54) should be filed with the Public Charities Unit of the Attorney General's Office.

**Connecticut Nonprofit Information Network** ([www.ctnonprofits.org](http://www.ctnonprofits.org)) – Excellent resource for information about local nonprofits.

**Miscellaneous** – individual nonprofit websites, school websites, meeting minutes, etc. The following is a list of individual websites:

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Trumbull Animal Group (TAG)	<a href="http://www.petfinder.com/shelters/tag.html">www.petfinder.com/shelters/tag.html</a>
Community Business Institute Inc. of Trumbull	<a href="http://www.trumbullbei.com">www.trumbullbei.com</a>
Trumbull Emergency Medical Service Association, Inc.	<a href="http://www.trumbullems.com">www.trumbullems.com</a>
Friends of the Trumbull Library	<a href="http://www.trumbullct-library.org/Join_the_Friends.htm">www.trumbullct-library.org/Join_the_Friends.htm</a>
United Way	<a href="http://www.thewaytocare.org">www.thewaytocare.org</a>
Long Hill Garden Club	<a href="http://www.longhillgardenclub.org">www.longhillgardenclub.org</a>
Trumbull Community Women	<a href="http://www.trumbullcommunitywomen.org">www.trumbullcommunitywomen.org</a>
Trumbull Pisces Swimming Association	<a href="http://www.trumbullpisces.org">www.trumbullpisces.org</a>
Nutmeg BMX	<a href="http://www.nutmegbmx.org">www.nutmegbmx.org</a>
Trumbull Little League	<a href="http://www.trumbulllittleleague.com">www.trumbulllittleleague.com</a>
Trumbull Babe Ruth	<a href="http://www.trumbullbaberuth.com">www.trumbullbaberuth.com</a>
Trumbull United Soccer Club Inc.	<a href="http://www.trumbullunited.com">www.trumbullunited.com</a>
Trumbull Pop Warner Football	<a href="http://www.trumbullrangers.com/football.htm">www.trumbullrangers.com/football.htm</a>
Trumbull Pop Warner Cheerleading	<a href="http://www.trumbullrangers.com/cheerleading.htm">www.trumbullrangers.com/cheerleading.htm</a>
Nichols Improvement Association, Inc.	<a href="http://www.nicholsct.org">www.nicholsct.org</a>
The Trumbull Land Trust Inc.	<a href="http://www.trumbulllandtrust.org">www.trumbulllandtrust.org</a>
T-Dog	<a href="http://www.trumbulldogpark.com">www.trumbulldogpark.com</a>
Rotary Club of Trumbull	<a href="http://www.trumbullrotary.org/">www.trumbullrotary.org/</a>
Trumbull Historical Society, Inc.	<a href="http://www.trumbullhistory.org">www.trumbullhistory.org</a>
Trumbull Early Childhood Education Center	<a href="http://www.trumbullps.org/tecec.htm">www.trumbullps.org/tecec.htm</a>
Booth Hill School	<a href="http://www.trumbullps.org/bh/Welcome.html">www.trumbullps.org/bh/Welcome.html</a>
Daniels Farm School	<a href="http://www.trumbullps.org/df/">www.trumbullps.org/df/</a>
Frenchtown School	<a href="http://www.frenchtownelementary.com">www.frenchtownelementary.com</a>
Jane Ryan School	<a href="http://www.trumbullps.org/jane-ryan/">www.trumbullps.org/jane-ryan/</a>
Middlebrook School	<a href="http://www.trumbullps.org/mbk/">www.trumbullps.org/mbk/</a>
Tashua School	<a href="http://www.tashuaschool.com/">www.tashuaschool.com/</a>
Hillcrest Middle School	<a href="http://www.trumbullps.org/hms/">www.trumbullps.org/hms/</a>
Madison Middle School	<a href="http://www.trumbullps.org/mms/">www.trumbullps.org/mms/</a>
Trumbull High School	<a href="http://www.trumbullps.org/th/">www.trumbullps.org/th/</a>
THS Scholarship Foundation, Inc.	<a href="http://www.trumbullps.org/th/guid/thsscholar08.pdf">www.trumbullps.org/th/guid/thsscholar08.pdf</a>
Trumbull ACES Foundation	<a href="http://www.trumbullace.org">www.trumbullace.org</a>
Trumbull Eagle Marching Band	<a href="http://www.thsgemb.com">www.thsgemb.com</a>
Trumbull Touchdown Club Inc.(Football)	<a href="http://www.trumbulltdclub.com">www.trumbulltdclub.com</a>
Power Play Club (Hockey)	<a href="http://www.eteamz.com/TRUMBULLEAGLESHOCKEY/">www.eteamz.com/TRUMBULLEAGLESHOCKEY/</a>
CT Educational Media Association	<a href="http://www.ctcema.org">www.ctcema.org</a>
Trumbull Loves Children (TLC)	<a href="http://www.tlctrumbull.com">www.tlctrumbull.com</a>
Trumbull PTA Council	<a href="http://www.trumbullps.org/pta/">www.trumbullps.org/pta/</a>
Trumbull Technology Foundation Inc.	<a href="http://www.trumbulltechfoundation.org">www.trumbulltechfoundation.org</a>
Friends of the Farm (Agriscience parents)	<a href="http://www.trumbullps.org/THS/ag/fof.htm">www.trumbullps.org/THS/ag/fof.htm</a>

**F. Attachments**

**TOWN OF TRUMBULL PARK COMMISSION  
USE OF TOWN FACILITIES POLICY  
BY SPORTS ORGANIZATIONS**

January 14, 2008

**BACKGROUND CHECKS FOR INDIVIDUALS WORKING WITH YOUTH**

The Town of Trumbull will perform background checks on all employees and volunteers, full time and part time, prior to participation in any Town youth program.

It shall be the policy of the Town of Trumbull that any individual convicted in a court of law shall be precluded from participation in any youth program as follows:

1. Any individual convicted of any crime of a sexual nature or involving risk of injury to a minor shall be forever precluded from participation;
2. any individual convicted of a crime involving use of controlled substances shall be precluded from participation for a period of 5 years after conviction;
3. any individual convicted of a crime involving sale/distribution of controlled substances shall be precluded from participation for a period of 10 years after conviction;
4. any individual convicted of a crime committed with a lethal weapon shall be precluded from participation for a period of 10 years after conviction;
5. any individual convicted of a crime other than those listed above shall be precluded from participation for a period of 3 years after conviction;
6. any individual whose name has been placed on a state or national child abuse or neglect registry or registry of child or sexual predators shall be forever precluded from participation.
7. For purposes of this policy, motor vehicle citations or infractions shall not be considered a crime.
8. This policy shall not apply to any conviction where the record has been erased in accordance with statute.

It shall further be the policy of the Town of Trumbull that any private youth organization sponsored by the Town, utilizing Town property, or accepting Town funds or inkind contributions from the Town, must perform background checks on its employees and volunteers working with youth in addition to any additional requirements the organization may have, but said organization policy must not be less strict than the policy prescribed by the Town as stated herein. It is understood that such background checks will be at the expense of the organization. Each private organization must sign this document acknowledging and agreeing to adhere to this policy and must submit a copy of the organization's policy to the town.

**USE OF TOWN FACILITIES POLICY  
BY SPORTS ORGANIZATIONS**

**INSURANCE CERTIFICATES**

All organizations need to provide the Finance Department with a Certificate of Insurance with general liability coverage in a minimum amount of \$1million/\$3million, naming the Town of Trumbull as an additional insured.

**FINANCIAL DISCLOSURE**

If any aspect of the organization’s agreement for utilization of Town facilities requires financial audit or other auditing or appraisal, representatives designated by the Town of Trumbull shall have the right to examine and copy all writings relating to the agreement with the Town in the possession or control of the organization, and the organization agrees to make such writings available to the Town at reasonable times for said purposes.

**IMPROVEMENT TO TOWN PROPERTY**

The Trumbull Town Charter states that “the Park Commission shall have the care, management and control of all parks and grounds used for park and recreational purposes and all structures thereon.”

Whenever there is planning for proposed field maintenance, enhancements or construction projects within our park system, all construction proposals and engineering plans must be submitted to the Park Commission. Once the Park Commission has reviewed engineering plans, made modifications as they see needed, they will then forward these to the appropriate Town agencies. Following Town departmental review, modification and approvals, all comments and/or approvals shall be returned to the Park Commission for its final approval prior to initiation of any and all projects.

The organization shall be responsible for filing any 8-24 application necessary to meet Planning and Zoning Commission requirements.

Any building constructed on Town property belongs to the Town of Trumbull. Construction must be in accordance with Town requirements and a surety bond for completion and payment needs to be filed with the Town before any construction commences.

Proof of compliance shall be required annually.

\_\_\_\_\_  
PARK COMMISSION SIGNATURE

\_\_\_\_\_  
ORGANIZATION SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE