



OVERVIEW OF SPECIAL OLYMPICS IDAHO FINANCIAL POLICIES

As a non-profit organization, Special Olympics Idaho (SOID) relies on the skills and integrity of volunteers like you to manage the financing of our program at the local level.

The Local Program Coordinator (LPC) is essential to the success of SOID. Efficient planning, fiscal management, and accurate financial reporting are vital to the success of Special Olympics local programs. As an LPC, your efforts will directly influence the quality of the experience of the athletes that you serve.

The availability of the proper equipment, uniforms and training all help to encourage athletes to achieve their ultimate personal and competitive goals. SOID is dedicated to providing this encouragement to all current and prospective athletes in your area.

Through your fundraising efforts, you will provide the money needed to purchase appropriate uniforms and equipment for each athlete, to train athletes at approved training venues, and to enable athletes to participate in numerous competition opportunities throughout the state. Your implementation of responsible spending practices and accurate record keeping will help to insure that your hard-earned funds will go further in providing these and other important aspects of a quality sports program.

The purpose of this document is to provide you with the proper tools and information needed for the fiscal operation of an SOID local program. The information provided is designed to help you make competent and informed financial decisions and to help you keep your local program financially viable and sustainable.

GENERAL INFORMATION

- Local programs will be responsible for raising funds for equipment, uniforms, training, and other team related expenses as outlined in Who Does What.
- The LPC is responsible for keeping an accurate, current record of all team transactions. A Report of Team Activity will be sent weekly from the Chapter Office to verify transactions, which have been reported.
- ***All funds and donations raised in the name of Special Olympics Idaho belong to Special Olympics Idaho*** and must be raised in accordance with State and Federal regulations and accounted for in accordance with the rules and regulations outlined herein.

- All funds raised in the name of Special Olympics Idaho must be sent to the Chapter office to be recorded and deposited. *No individual or group may operate a separate bank account for the purposes of depositing and withdrawing Special Olympics funds. This is a National policy and is required by our liability insurer and our financial auditor. **Individual teams or individual bank accounts are prohibited.*** Person's who knowingly divert funds raised or received in the name of Special Olympics Idaho will be held legally responsible for full restitution and may be criminally prosecuted.
- All expenditures made with SOID funds or in the name of SOID must be made in accordance with the rules and regulations outlined herein, to further the mission of our program and serve the needs of our athletes.
- **No Local Program will be allowed to spend more money than is currently available in their fund. SOID operating policy prohibits deficit spending at any level.**
- All supplies, equipment, uniforms and other durable goods purchased with SOID funds are the sole property of SOID and must be accessible to SOID staff, volunteers or athletes upon request.
- LPC's and other volunteers may choose to either donate or request reimbursement of any SOID related expenses they may incur. Reimbursable or donated expenses should be reported within thirty days as outlined herein.
- Charge accounts in the name of SOID or any Local Program (Team) name are prohibited unless authorized by the Chapter office. SOID is not and cannot be held responsible for reimbursement of unauthorized charge account purchases. Persons making such unauthorized charges will be held fully responsible for payment.
- Reporting of financial transactions to the Chapter office must be made in a timely manner, using the forms provided for reporting. This will insure accessibility to your team funds when you need them and will aid in our accounting and auditing processes.
- Only the CEO or a person designated by him/her may sign contracts in the name of Special Olympics Idaho.

TRAINING PROVIDED

SOID will provide training that will help enable you, as an LPC, to account for your team finances efficiently. Specific questions or issues may be addressed by calling the Regional Director in your Area or by contacting the Chapter office directly. All team financial forms are located on the web site (www.idso.org) or if you have any questions, contact the finance director, Bryan Jackson at: bryang@idso.org.

ABOUT REPORTING CASH RECEIPTS

As stated above, SOID maintains a central accounting system. This means that all cash receipts are deposited to a central bank account. LPC's are responsible for forwarding all SOID funds to the Chapter office within 10 days of receipt. The Chapter office will be responsible for making all deposits to the central account.

ABOUT TAX ON PURCHASES

SOID is state sales tax exempt. This includes purchases of uniforms, sports and office supplies, food, and equipment rentals, etc. The state sales tax exemption is different from the federal tax exemption. The Idaho State Tax Commission is the entity that issues sales tax exemptions. There are very few nonprofits that have been granted this status, and SOID is privileged to be one of the Idaho nonprofits that have this exemption. Misuse of this exemption can result in the revocation of the sales-tax exemption.

When you tell a vendor / merchant that you are making a tax exempt purchase. The vendor / merchant will require a copy of the sales tax exemption certificate (form ST-101.) This form is not distributed to anyone outside of the Chapter office due to the potential for misuse. Therefore, it is imperative that the vendor contacts the Chapter office so that they can be provided a copy of the ST-101 and get SOID on their tax-exempt list of vendors. The Director of Finance, Bryan Jackson at: bryang@idso.org, has copies in her office and will provide the vendor with the form upon request.

Local programs are not authorized to set up charge accounts/direct bill accounts with vendors. If a Local Program has identified a vendor that they would like to do business with, the vendor needs to contact the Director of Finance or the CEO to set up the direct bill account. At that time, the vendor will be provided the necessary sales tax exempt form and the vendor will be entered into the approved vendor's list.

From time-to-time, the Chapter office receives bills that have sales tax included. When this occurs, the Director of Finance subtracts the sales tax from the statement and includes a copy of the ST-101, when remitting payment.

ABOUT CHARITABLE TAX DEDUCTIONS

What do I tell people who make a donation or support a fundraiser?

When a donor (or prospective donor) asks if their contribution is tax deductible you will need to provide them with an acceptable response. Donors need to know that SOID is a registered non-profit, charitable organization, as defined by Internal Revenue Service code. Contributions made to SOID are tax deductible in the amount of the total contribution less the value of any goods or services received in exchange. For example, if a donor gives \$25.00 and receives a T-shirt valued at \$7.50, the maximum tax-deductible amount would be \$17.50. If that same donor gave \$25.00 and received nothing in return, then the entire \$25.00 would be tax deductible.

How do I determine the tax-deductible amount?

Please contact the Chapter office prior to any fundraising events you are planning if you are unsure of how to calculate tax-deductible amounts. SOID and all who raise funds in the name of SOID are required by law to disclose this information to prospective donors should they request it.

Are In kind donations tax-deductible?

- An In-kind donation is a non-monetary gift of goods or services.

- For individuals - In-kind donations of goods are tax deductible at the actual purchase price paid if new and at their fair market value if used. The donor must determine the value of an in-kind donation. Request that the donor provide an original receipt for new items when possible.
- Please use the SOID In-kind donation receipt when receiving a donation of goods or services (e.g., donated food, venues, equipment, water, discounts, etc.). Make sure that you provide the in-kind donation receipt to the Director of Finance as in-kind donations are considered support and need to be reported on tax returns. This also ensures that the donor receives an acknowledgment for their donation. The in-kind donation form is available on the website under forms.

How do I make a Local Program purchase?

There are a number of ways that an LPC can make purchases for their team. To avoid purchasing difficulties or delays plan ahead whenever possible and choose the purchase option that best suits your Program needs.

1. An LPC or other authorized volunteer may make out-of-pocket purchases of \$200 or less (per purchase) for SOID purposes. Reimbursable expenses should be reported within thirty days.
 - a) Out-of-pocket expenses of more than \$200.00 must be pre-authorized by the Chapter office. SOID cannot be held responsible for unauthorized, out of pocket expenses totaling more than \$200.
 - b) To obtain authorization for out of pocket expenses totaling more than \$200.00 contact the Director of Finance at the Chapter office by phone, or E-mail Monday through Friday, 8:30am - 4:30pm.
 - c) To be reimbursed for out of pocket expenses complete an LPC Expense Report, attach all corresponding original receipts and forward to the Chapter office. Allow two weeks for the reimbursement to reach you.
 - d) Reported expenses not accompanied by original receipt will not be reimbursed.
2. LPC's may request prepayment of a purchase by submitting an LP (Team) Check Request to the Chapter office.
 - a) Fill out the vendor name and address, the remit to address (where the payment will be sent) if different, the total amount of the purchase, the description, who is making the request and check the expense category that describes the purchase.
 - b) Forward the check request to the Chapter office at ***least two weeks prior*** to when you need payment to be received.

- c) Payment for approved purchases will be mailed from the Chapter office *within ten days of receiving the request.*
3. LPC's may request authorization to charge a purchase on account with a local vendor.
- a) Have the following information ready: the vendor name and address, phone and fax number; the description, quantity, and price of the items you need to purchase; any additional known costs.
 - b) The vendor will be instructed to bill SOID Chapter office directly after the purchase is completed.

SOID is not and cannot be held responsible for reimbursement of unauthorized purchases charged on an SOID account. Persons making such unauthorized charges will be held legally responsible for payment.

4. LPC's may request an Advance when a number of expenses are expected to occur in a short period of time, such as when preparing for or traveling to Regional or State competitions.
- a) All advance requests should be submitted on an LPC Advance Request Worksheet at least two weeks prior to the date needed. Advance requests will not be processed without this information.
 - 1) Write in the name of the Local Program, the name and address of the LPC making the request, and the person who will be responsible for tracking the Advance expenses (if not LPC). Be sure to include a phone number where the requesting LPC may be reached for questions.
 - 2) If traveling, indicate the total number of athletes and volunteers for whom you will be paying travel costs.
 - 3) Calculate and list the estimated cost of each category of expense (write in additional categories if necessary).
 - 4) Be sure to indicate the request total.
 - 5) Mail, or E-Mail your Advance request to the chapter office.
 - b) ***Approved Advances will be sent to the requesting LPC within ten days.***
 - c) All Advance funds must be accounted for using the accompanying Advance Report.
 - 1) SOID auditors require original receipts for all purchases made using SOID funds. Ask for a signed, hand written receipt describing the purchase when no formal receipt is offered.
 - 2) Track expenses as they happen. List the date of purchase, the vendor, briefly describe the expense, and list the total purchase amount.
 - 3) Keep the report and the receipts in a safe, memorable place using a clearly labeled box or large envelope to contain them.

- 4) Keep SOID funds separate from personal funds to avoid calculation errors.
- d) Forward the Advance Report, all accompanying receipts, and any remaining funds (convert to check or money order) to the Chapter office **within ten days of the last expense date.**
- e) The Chapter office will allocate the reported Advance expenses to the appropriate categories (Chapter or Local Program) after receiving the Advance Report.
- f) Please Note: LPC's and Local Programs will be allowed only one outstanding (unreported) Advance at any time. **Advance requests received from LPC's or Local Programs with a previously issued, outstanding Advance will be denied.**

Expense Definitions & Restrictions

The following expense definitions and restrictions are to be used as the basis for determining the appropriate and acceptable use of SOID funds. Every attempt has been made to make these definitions and restrictions clear, concise and acceptable to those employees, volunteers, or other associates who are expected to adhere to and abide by the stated and implied terms.

Athlete / Team Training Expenses -

Sports facility entrance fees, use fees, lift fees, registration fees

Restrictions - (also see Volunteer Mileage)

- a) Expenses shall be limited to coverage of reasonable and customary entrance / use charges and / or fees for sports facilities within the town, city or county where the Local Program is based. Travel to facilities outside these limits for the purposes of athlete training must be pre-approved by the Director of Sports and Training.
- b) Expenses shall be limited to the inclusion of SOID registered athletes, coaches, and other volunteers whose assistance is required for maintaining compliance with accepted SOID Athlete to Volunteer ratios.
- c) Mileage expense reimbursement shall be limited to vehicles driven by SOID registered volunteers for the purpose of transporting SOID athletes, coaches or other assisting volunteers to and from a sports training facility or sports training session. The original fuel receipt must accompany mileage reimbursements. We do not reimburse for mileage.

Athlete and Volunteer On Site Meals and Lodging -

On site meals for State-level competitions are provided at no charge to registered, participating delegates. Healthy snacks and water will be provided on-site at regional competitions. All meals and refreshments for travel to and from regional and state

competitions are the responsibility of the local program. Lodging expenses for attending state or regional competitions is the responsibility of the local program.

Local programs will be responsible for reserving and paying for lodging. The Chapter office will notify LPC's of lodging options, negotiate lodging fees, reserve a block of rooms if allowable. It is the responsibility of the LPC or designated volunteer of the local program to contact the appropriate lodging facility and reserve the number of rooms needed for the local program. Payment to the lodging facility can be handled by submitting a check request, setting up a direct bill through the Chapter office, or by submitting a request for reimbursement if a personal credit card is used. If the lodging facility requires a credit card to "hold" the block of rooms, a volunteer may use their own personal credit card or if this is not an option, contact the Chapter office. All local programs must follow the Housing Policy when assigning rooms.

Finally, all local programs must submit a rooming list to the Chapter office prior to arrival of event indicating name and contact information of lodging facility, name of person who rooms have been reserved under and the name(s) of the athletes and/or volunteers in each room.

Restrictions

- a) Meal and lodging provisions are limited to the inclusion of: pre-registered, competing athletes; pre-registered, participating coaches and chaperones; other pre-registered volunteers essential to the delegation (subject to the standard ratio as stated in the SOID Sports and Training Guide).
- b) Meal provisions for additional pre-registered volunteers may be offered at a nominal charge, set by the Chapter and charged to the Local Program for which the volunteer is assisting.

Athlete and Volunteer Games Transportation -

Expenses related to transportation to Regional and State level competitions are the responsibility of the local programs.

Restrictions

- a) Provisions are limited to the inclusion of: pre-registered, competing athletes; pre-registered, participating coaches and chaperones; other pre-registered volunteers essential to the delegation (subject to the standard ratio as stated in the SOID Sports and Training Guide).
- b) Provisions for additional pre-registered volunteers may be offered at a nominal charge, set by the Chapter, and charged to the Local Program for which the volunteer is assisting.