November 27, 2010

Treasury Process for Program Chairs

GENERAL

Only the Chair (or agreed-upon delegated individual by the Chair and Treasurer) can make deposits and make check requests.

An eight (8) dollar head tax shall be levied for each person registered in any activity sponsored by the Recreation Council. The head tax will be transferred from the activity accounts to the General Fund based on the number of registrations for each activity. **After each registration, the program chair should submit to the Treasurer the # of registrations to apply the head tax.**

BUDGETS:

All activity and committee chairs shall submit a budget for approval at the specified meeting of the Board of Directors **prior to the start of each program year**. Budgets must list approximate expenditures and receipts for the next year. Expenditures over ten percent beyond the approved budget must receive prior approval of the Board of Directors.

DEPOSITS:

For each deposit –

1. Please make deposits timely – soon after receipt from participant or activity (fundraiser)
2. Please identify the appropriate program on each check (memo / for line on front of check or back of check) and on any deposit slip. This will expedite the identification of returned checks / deposits so that I can assign to the appropriate program.
3. Please send an e-mail to me and provide (a) the amount of deposit and (b) a description for the deposit (e.g. travel registration fees, deposit for Joe Corbi's fundraiser, etc). This allows me to appropriately classify each deposit.

RETURNED CHECKS:

A $10 fee is assessed by the bank for each returned check. It is the responsibility of the program chair to recover the original deposit and the $10 charge.

REQUESTS FOR PAYMENT:

REMINDERS –

1. **We are a tax exempt organization**. Please ensure that each vendor is aware of this status and therefore should not charge sales tax.
2. All checks in the amount of one thousand dollars or more **must have two signatures**; both must be an authorized member of the board of directors. **Please allow for enough time for this process.**

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IRS 1099 PROCESS FOR INDIVIDUALS "WORKING FOR THE PROGRAM":

1. If an individual is "working directly for the program" (such as umpires, referees and clock keepers), an **Independent Contract Agreement** must be completed each program year (or calendar year) with original returned to the Treasurer. **I will need to directly cut the checks and will need their name, social security # and address. This is generally the case for all REC programs. These individuals will be paid once a time sheets/spreadsheet/or email documenting their hours is received and approved by the Chair.** These individuals are required FHRC is required to provide a 1099 – MISC form for income if they make over $600 for services provided over a calendar year. **Please do not assume that any of these individuals will make less and therefore, do not need to follow this process.**
2. If an individual is "working directly for the program and considered **a contractor**" (such as teacher, instructor, etc), an **Independent Contract Agreement** must be completed each program year (or calendar year). **I will need to directly cut the checks and will need their name, social security # and address. These individuals will be paid once a time sheets/spreadsheet/or email documenting their hours is received and approved by the Chair.** These individual will receive a 1099 – MISC form for each calendar year.
3. For other individuals that get paid through some other organization /vendors (Associations, Clubs, etc.), and we submit checks / payments to these organizations / vendors, a 1099 – MISC is generally not required for us to provide.
4. Generally, personal (coaches) reimbursement for travel programs where we pay cash to referees at game time are not required to maintain specific information around the individual is due to these are referees / umpires that are working for the league and "not directly working for our program".

INVOICES / REQUEST FOR CHECKS:

Invoices generally should be paid directly by the Rec Council Treasurer according to the By-laws. Please e-mail or mail (my home address or Council mailing address – P.O. Box 237) for payment.

Payment for any other activity (for example, tournament, league fees, etc.) via check must request a Forest Hill Rec Council check through the Program Chair.

PERSONAL REIMBURSEMENT

All requests for personal reimbursements must be approved and submitted by Program Chair. Individuals / coaches should not request reimbursement directly from the Treasurer.

1. Personal reimbursements for out of pocket expenses related to **travel** umpire fees/ referee fees / etc. that are not considered "working directly for the program" will be paid once an e-mail is received from the **Program Chair** listing games/ amounts.
2. Personal reimbursement for on-line registration for tournaments and leagues paid via credit card requires a copy of the documentation for the payment for reimbursement. We cannot reimburse anyone unless we maintain appropriate documentation.
   a. Any other teams that are entering into a tournament or paying league fees via check **must** request a Forest Hill Rec Council check through the Program Chair (see request for checks section above).
3. Any other personal reimbursement check requests must include a copy of any applicable receipts.

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FUNDRAISING / GAMING ACTIVITIES:

All fundraising activities must be submitted separate to Treasurer and provide the following details for compliance with our annual FORM 990 process:

1. Gross receipts (revenue) – please make separate deposits
2. Expenses
    a. Cash and Non-Cash Prizes (where easily identified – example lottery tickets)
    b. Rent / facility costs
    c. Food and beverage costs
    d. Entertainment
    e. Other direct expenses