

Special Olympics Kansas, Inc.
Accounting Procedures

All individuals responsible for SOKS' funds have a unique relationship of trust to uphold. These key people are expected to adhere to high standards of honesty and integrity in the conduct of their Special Olympics financial affairs. Individuals who handle cash and other assets of the organization, at any level (State, Regional or Local), must have a Class A Volunteer Screening. Contact SOKS if you need the Class A Volunteer screening.

I. Implementation

Headquarters will provide each Local Program Coordinator the following financial record keeping forms. (samples of these forms are in the back of this section or the SOKS website).

- Cash Receipts Journal
- Cash Disbursements Journal
- Cash Reconciliation
- In-Kind Contributions
- Cash / In- Kind Receipt Forms

II. Reporting

All donations generated through cash contributions, pledges, public support, in-kind services and fundraising events as well as all expenditures must be maintained on a monthly basis and reported to the SOKS Headquarters Office quarterly.

<u>Records</u>	<u>Due in Headquarters Office</u>
January/February/March	4/15
April/May/June	7/15
July/August/September	10/15
October/November/December	1/15

The following are to be mailed to Headquarters according to the above schedule:

- Cash Receipts Journals (for 3 months) with copies of receipts attached
- Cash Disbursements Journals (for 3 months) with copies of checks attached
(copies of bills are not necessary, but must be kept for 7 years for the IRS and must be available for internal SOKS' audits)
- Cash Reconciliation Forms (for 3 months)
- with appropriate bank statements attached
- In-Kind Contribution Forms (for 3 months)
- Bank statements for each month

III. Bank Accounts: A registered Local Program may open a Local SOKS checking/savings account by following the listed requirements.

A. Checking Account

In order to properly operate the SOKS accounting system, a checking account at a

financial institution must be established or maintained. The name on all Local Program checking accounts is to be as follows:

Special Olympics Kansas, Inc.
Special Olympics (Name of your local)

Since all Special Olympics programs in Kansas are "branches" of SOKS, it is important that Local Programs use the **Federal Identification Number** assigned to SOKS: 48-0890981. The bank signature card must include Chris Hahn, President/CEO.

It is also very important for you to include the name of SOKS on your account as noted above. (If the IRS should check your Special Olympics program through the Federal Identification Number assigned to SOKS and they don't find SOKS identified, they would ask questions.)

- **CHECKS IN EXCESS OF \$250.00 REQUIRE TWO SIGNATURES.**
- **IT IS HIGHLY RECOMMENDED THAT ALL ACCOUNTS (CHECKING, INVESTMENTS, SAVINGS) REQUIRE TWO SIGNATURES FOR ALL TRANSACTIONS.**

B. Investment Accounts

The name on investment accounts is to be the same as noted in the checking account section and the SOKS' President/CEO's signature is required. A monthly statement must be submitted with your quarterly reports.

C. Savings Account

The name on a savings account must be listed as explained in the checking account section and the SOKS' President/CEO's signature is required. A monthly statement must be submitted with your quarterly reports.

D. Signature Cards (Steps to Follow)

1. Obtain card from institution and fill in appropriate signatures for Local Program
2. **Send card to Headquarters for President/CEO's signature**
3. SOKS will return to institution promptly
4. Any changes to the account during the year require a new card to be processed.

REASON FOR PRESIDENT/CEO'S SIGNATURE: SOKS is ultimately responsible and accountable for all monies received and/or raised in the name of Special Olympics Kansas. If a Local Program should dissolve, then SOKS would have the authority to transfer any monies left in the dissolved Special Olympics' account to the SOKS account for safekeeping until such time as the local Special Olympics program is reformed, at which time the monies would be directed back to the local.

IV. Receipts (See Cash Receipts Journal Form)

All donations, whether general donations or in-kind donations (see section on in-kind), **MUST** be recorded. **ALL REVENUE, CHECKS OR CASH, MUST BE DEPOSITED WITHIN 15 DAYS OF RECEIPT INTO A SPECIAL OLYMPICS ACCOUNT.**

A receipt is to be written for all donations received by a Local Program. Receipts are to be written for single donations, fundraisers, in-kind donations, corporate donations, etc.

Fundraisers that generate a large number of checks and cash may be receipted as a lump sum, rather than individual receipts of small amounts. **IN THIS CASE, DO** attach a photocopy of the checks to your copy of the receipt. If an individual donation is \$25.00 or greater, we suggest that you receipt it individually. Also, should a person request a receipt, even if the donation is very small, then a receipt should be issued.

ALL REVENUE IS TO BE DEPOSITED IN A SPECIAL OLYMPICS ACCOUNT BEFORE IT IS USED FOR ANY PURPOSE.

V. Disbursements (See Cash Disbursements Journal Form)

When writing checks, note on the check stub what the payment covers. If using a debit card, be sure to keep copies of all receipts. All expenses (checks or debit card) need to be listed on the Cash Disbursement journal.

Special Olympics Kansas prohibits the use of debit cards as an organization.

NOTE: In the event you must make a cash disbursement (not a recommended procedure), all cash disbursements must be accompanied by receipts. Example: Any check written to a coach for a reimbursement or check written for cash needs to have receipts that equal the amount of the reimbursement.

If an individual is being reimbursed, copies of all receipts for items purchased must be submitted with the monthly reports. Receipts must total the amount of the reimbursement.

INVOICES OR BILLS MUST BE PAID THROUGH THE CHECKING ACCOUNT ONLY.

VI. Cash Reconciliation (See Cash Reconciliation Form)

The purpose of the Cash Reconciliation Form is to reconcile revenues, expenses (receipts and disbursements) to your bank records. To perform this reconciliation the totals shown on the Cash Receipts Journal and Cash Disbursement Journal are compared to deposits and checks shown on the monthly bank statement.

Outstanding Checks at the End of the Month

Checks which you have written that have not yet appeared on your checking account statement are called outstanding checks. The total of these outstanding checks must be entered under Checks Outstanding on the Cash Reconciliation Form.

In-Kind Donations

Any donation made to a Local Program that is not money (meals, equipment, facilities, volunteers, etc.) is considered to be an In-Kind Donation and should be reported on your financials.

How To Record In-Kind Donations

The recording of donated materials and services is to be documented on the In-Kind Receipt form or the SOKS Monthly In-Kind Contributions form provided by SOKS. The In-Kind Receipt should be used in any case that the donor requests a receipt. The SOKS Monthly In-Kind Contributions form should be used for all in-kind donations. In-Kind Receipt and SOKS Monthly In-Kind Contribution forms, are to accompany financial reports sent monthly/quarterly to Headquarters.

SOKS will provide:

1. Receipt forms (used for in-kind contributions)
2. In-kind summary forms

When In-Kind contribution is made:

1. Determine the fair market value by asking donor
2. Complete receipt noting the donation description and value
3. Give 1 receipt to donor, 1 to SOKS and retain 1 for your files
4. Send all in-kind receipts to SOKS quarterly

Examples of in-kind contributions

1. Local high school providing, without cost or at a reduced rate, the use of the school pool for a Special Olympics swim meet
2. Contribution of hamburgers to a local Special Olympics event
3. Sporting goods store providing uniforms for local athletes
4. Computer time provided by a local business to list scores from games
5. Lawyer giving a day to represent Special Olympics in a legal matter
6. School District buying uniforms
7. Use of busses to transport athletes to events.
8. Volunteers – coaches, parents, anyone who helps at event. Please provide the number of hours provided by each person

Note: Need assistance or have a question concerning the filing of these forms, call 800-444-9803/913-236-9290, ask for Betty or Sheri.

June 1, 2012