CONVENTION REPORT 2008

Tricks, Tips & Traps – NON-PROFIT ORGANIZATIONS

Info on Non-profits available at www.irs.gov
Form 1023 due within 27 months of formation **EACH CLUB MUST FILE**

Form 990 has been revamped – now 10 pages
Any organization which fails to file 3 yrs in a row will automatically lose its exempt status and will have to reapply.

Form 1099 required for payments made to individuals - $600 and over per calendar year. Form W-9 Request for Taxpayer ID should be requested prior to disbursing funds.
Donations – Mileage may be deducted if substantiated.

Internal controls:
Two individuals should always be present when cash is handled. Number the tickets.

Bank accts should be set up in the name of the club.
All disbursements should be made by check, wire, etc. NEVER BY CASH.
Pay from original invoices/receipts only.
Someone independent of cash collections and disbursements should perform the reconciliation, and should be reviewed by a member of the audit committee.
Travel reimbursements may use actual costs or 'per diem" rates.

Financial statements should be prepared at least semi-annually.

Employee vs Independent Contractor check IRS Publication 15-A

REGISTRATION FORUM

Club registration – can be done through Hy-Tek

Athlete Cards:
Need good printer
Some LSCs are laminating the registration cards. Need .7 margin

Scholastic All-American – need 3.5 average. Suggest that three timer receive engraved clock.

OME help available from Susan Woessner – email or phone

Suggestion – After Coach credentials have been checked, provide a paper wristlet

Sport Citizenship:
Non-citizen can't set American Record – Can set U.S. Open record.

MEETING WITH STEVE HASTY – HASTY AWARDS
www.hastyawards.com
steven@hastyawards.com
800-448-7714 ext 111

After a few preliminary meetings,
Bob Vializ, Monique Grayson, and I met with Steve Hasty. He has offered a special price for awards for our Championship meets, based on Standardizing the design, and ordering at the same time.

The prices are 30cents per medal less than those quoted in the new catalog for 1000 pieces..
The medal is three color and white – with Metro across top, and the name of the meet across the bottom (Sr. Mets, Age-group, etc). A lanyard with the Metro logo is included.
Our thinking at this time is 1.5" medal for Age-Group & Zone Qual - $1.49
1.75" – Silver $1.56
2.0" J.O.s and Sr. Mets $1.68
Subject to approval by the board, these medals will be optional for 2009, and mandatory for 2010.