



TO: Local Coordinators and Coaches  
FROM: Special Olympics Ohio  
DATE: July 12, 2017  
RE: General Mailing #6

Thanks to all the organizations that attended Summer Games. We encourage you to fill out an Evaluation Form and send it in so we know where we need to improve on things.

Included in the Mailing:

- √ General Cover Letter
- √ 2017 Annual Chapter Award Nomination Form
- √ 2017 State Golf Tournament Quota Request Information
- √ 2017 State Softball Tournament Information

**UPCOMING STATE EVENTS AND DEADLINES**

<b>July 12</b>	<b>State Equestrian Entry Deadline</b>
<b>July 26</b>	<b>State Golf Tournament – Quota Request Deadline</b>
<b>August 2</b>	<b>State Softball Tournament – Team Roster Deadline</b>
August 19-20	State Equestrian Competition – Cincinnati
<b>August 29</b>	<b>State Golf Tournament – Entry Deadline</b>
<b>August 30</b>	<b>State Softball – Individual Skills Deadline</b>
September 16	State Team Softball Tournament – Oregon
September 19-20	State Golf Tournament – Cincinnati



### **1<sup>st</sup> Annual State Flag Football Tournament**

The First Annual State Flag Football Tournament will be hosted by and held in Madison County on Saturday, November 4<sup>th</sup>. Madison County has hosted an Invitational Flag Football Tournament for quite a number of years. This first year State Event will be restricted to twelve (12) teams. More information will be forthcoming in our August Mailing.

### **Finance/Local Reporting Update**

For the past year, Dena Vermillion, has been working with us on our local reporting process. She has been reviewing and verifying the quarterly reports to ensure they are in compliance with reporting requirements. Upon review, Dena may reach out to you to request missing information/documentation, explanations on transactions, etc. Continue to contact Joanne with account concerns. We are working together to ensure consistency and improve the reporting process.

**The 2<sup>nd</sup> quarter (April – June 2017)** financial report is due on or before **Monday, July 25, 2017**. There are a few organizations that have outstanding information from Q1 (January – March 2017). If you have information we are waiting on, we would appreciate if you would get it to us before the 2<sup>nd</sup> quarter deadline. All reports must include documentation to validate revenue and expenses. To validate revenue/deposits include the deposit slips and copies of checks being deposited. If you are depositing money from a fundraiser, indicate the type of fund raiser. Do not just list “deposit”. All expense transactions (check and debit) have to be backed with an invoice or receipt.

**Petty Cash** withdrawals must include copies of the receipts for the expenses paid from the PC amount.

**Credit Card** – All expenses paid via credit card and listed on the monthly statement have to include receipt/invoice for every transaction listed. The transactions posted are validated by the corresponding receipt. Transactions listed but that do not include a receipt to cross-reference may be requested to be reimbursed. All Credit cards have to be paid in full monthly.

**Local Tax ID Update** – Currently, SOOH is the only state that has individual id numbers for each affiliate and the only state that files an annual 990 tax return that solely includes its local programs.

As we move forward to be viewed as a consolidated entity, SOOH programs at all levels will be falling under the same tax id number. SOOH is currently working with Schneider Downs and the IRS to eliminate all local tax numbers and



consolidate all SOOH programs under the single id number. Please note that each program will still be identified as DBA (doing business as) SOOH-Co/Organization. We are aware that some organizations have concerns about the “all fall under one number”. We are working with Schneider Downs to address and resolve those matters. Please let Joanne know of any comments or concerns that you have.

Tax ID Number all programs will fall under 51-0183468.

Bank Account Updates – SOOH is requiring the following two updates to all bank accounts where SOOH funds reside.

1. All accounts need to be set up under the tax id number 51-0183468
2. All accounts need to include the following two signees:  
Kraig Makohus, CEO  
Joanne M. Carmody, Admin/Accounting
3. Please contact Joanne to let her know when you will be making these changes. She will be able to provide you the documents the bank may request and can also speak directly with the bank to assist in updating your account(s) or address any concerns.

- \* Copy of 501C3 Determination Letter
- \* Copy of W9
- \* Letter authorizing the local program has permission to open an account(s) under the  
51-0183468 tax id number
- \* Provide the required documentation to add the state signees