



Finance

All funds raised in the name of Special Olympics are the legal responsibility of Special Olympics New Hampshire and its Board of Directors. SONH allows Local Programs to raise and use funds for designated pre-approved expenses.

Local Programs may not have a bank account. Local Programs and Unified Champion Schools may not charge athletes, their families or providers for participation in Special Olympics. Any expense of \$1,000 or more must have prior approval.

Net Funds Reports

SONH keeps a tally of all funds raised, expenses and assessments for each Local Program and Unified Champion School through a Net Funds Report. Every Local Program and Unified Champion Schools may access their Net Funds Report in real time through Agon. A best practice for managing your Net Funds is to review your report on a monthly basis.

Disputes

If there is a question or you suspect an error on your Net Funds Report, please complete the linked *Dispute Form* and email it to Bridget Carleton at BridgetC@sonh.org. Bridget can be reached by phone at 603-969-9572. We will research the issue and follow up with you once a resolution has been made.

Please note that disputes should be reported as soon as possible. After three months, disputes may not be accepted.

Deposits

Funds raised by or donated to a Local Program, Area or Unified Champion School must be submitted to the SONH office via Emily Kunelius at EmilyK@sonh.org for deposit with a completed *Deposit Form*. Deposits will be processed within five days of receipt. A thank you will be sent to all donors and a copy will be provided to the Local Program. Emily can be reached by phone at (603) 343-7719.

CHECKS

Checks should be made payable to Special Olympics New Hampshire. The Local Program's or Unified Champion School's name should be written in the memo section to ensure proper designation and mailed to:
Special Olympics New Hampshire, PO Box 3598, Concord, NH 03302.

CREDIT CARDS

Donations may be made to your Net Funds via credit card in two ways. For all credit card donations, a processing fee (approximately 4%) associated with the transaction will be debited from your funds.

The donor may call Emily Kunelius at (603) 343-7719 to provide the required information (card type, number, expiration date and security code, cardholder's name, address and telephone number) and specify which Local Program or Unified Champion School they are supporting.

Alternatively, you can set up a donation page for your Local Program at <https://fundraising.sonh.org/fundraise/doyourownthing>. Once the page is set up, you will receive a link that you can share with potential donors. Please let Emily know what Local Program, Area or Unified Champion School your page is supporting when you set it up and we will credit all donations made to that page to your Net Funds.

Withdrawal Request

To access your Net Funds, please submit a *Withdrawal Form* along with applicable invoices and/or receipts to Special Olympics Accounting resource Driven Insights at sonh@driveninsights.com. Payment will be processed and paid by due date whenever possible. Please allow at least 15 business days minimum for payment to be processed. **ADD TIMELINE SO THEY DON'T HOLD**

In-Kind

In-kind donations are goods or services that are budget relieving or value added. If, for example, a facility waives its rental fee, Special Olympics New Hampshire | PO Box 3598, Concord, NH 03302 | Tel 603 624-1250 | Fax 603 624.4911 | www.sonh.org | 06/21/2022

that is an in-kind donation. It is important that we track all in-kind donations so that the donors can be acknowledged, and we have a full picture of the scope of our organization.

Please use the *Value In-Kind Form* to capture all of your program's in-kind donations and email Emily Kunelius at EmilyK@sonh.org. Emily can also be reached by phone at (603) 343-7719.