Rhythmic State & Regional Accounting Webinar

2015
S&R Accounting: Today’s agenda

• We want to be your “favorite bank teller”

• We aim to keep the organization, USA Gymnastics, in good standing with the USOC, the IRS, our sponsors, and our Auditors

• How/why we are processing W-9’s

• What will be taxable income in 2016 without documentation

• Credit card usage and reconciliation
A message is sent to the email address given in the check request

This is the same COMPANY wide

As soon as we receive the W-9, the check is mailed
Undocumented Travel

- Moving forward, undocumented travel funding will require a W-9 and will be taxable income to an athlete. They negate this income by then claiming the expenses as unreimbursed expenses on their taxes.
- To be a partial reimbursement, we have to have some form of documentation verifying payment occurred.
Credit Cards
Credit Cards are the best way to handle most expenses such as supplies, misc. travel expenses, rental cars, etc.

Each month, we automatically pay the balance on the card and charge the appropriate account, putting it to the “unallocated credit card” expense.

When you receive your statement in the mail, we need you to submit a check request to PNC expensing out each line item, letting us know which expense “bucket” to move it to, as ultimately, our auditors need to “unallocated” bucket to be as close to 0 as we can keep it.

If you do not use the card, PNC does not generate a statement.

After 3 consecutive billing cycles of failure to report expenses, your card will become inoperable until the expense reports are brought up to date.
Deposits

• To ensure your funds can be immediately deposited to your state/region, you must enter your deposit on the accounting site.

• The funds are deposited in the bank, but cannot be properly accounted for without your “approval” with the deposit submission online.
Getting into the Accounting

You should all have access...your account should already be set up and ready to go.

On the left side of your Usagym.org screen, select Committee, then Accounting. You should see this:

For the next two slides, we are focusing on A: Balances. Click on this line to see the balance in your account.
Balances, cont.

From this screen, you see there are currently 2 options. The first link holds balances for Regions 1-8 and the bottom one holds Region 9.

Simply select the link containing your region and click.
Balances, cont.

It is going to then open a sheet that holds all the financial data. Quite daunting, but look to the bottom of the screen, and using the arrows in the bottom left corner, scroll over until you see your state/region.

Then, what you likely want to see is the bottom most, furthest right number (not shown on this screen.) It is the cumulative balance, net. That will be the cash you currently have on hand.
Check Requests

Now, back to the “home page” of the Accounting link.

We are now going to look at B. The Check requests Button at the bottom right corner of your screen. You may have to scroll down a little on your screen to see it. Click that button to open the check request process.
Check Register

This is the page that opens. It is what we consider your check register. It shows what you have asked us to send on your behalf and where it is in the process. If we have not sent the check, it will say either “submitted” or “w-9 pending.”

To request a new check, you will click the Request a Check on the top right on the screen, buy the little picture of money.
Requesting a check

This screen opens when you click “request a check.”

Here, you Click on the “choose a payee” and will perhaps have to enter the information if they do not appear to be in your database or if you are new to the system. Enter the total amount you are paying them and then break it down per item in the area below by expense type. You may also choose to have checks mailed to you for hand delivery. If this is the case, change the Method of Transmission to Mail to Director and we will send it to whomever requested the payment.

The next slide will add some detail.
Requesting Checks, cont.

When you are entering payment information, you will often times be paying someone for more than one expense. When you click on the little “Plus” sign, you will get more line items to properly code these items out. For example, you can the code airfare, tolls, meals, and apparel in one check request instead of having to do more than one in order to have the proper codes used.

Simply click Submit when finished and it will pop up for us to process for you. We mail checks on Tuesdays and Fridays.
Deposits

The Deposits button is at C.

Submitting a deposit is simply a record. The screen looks almost identical to your check request screen.

This is the information used to allow us to properly code all deposits made immediately to your accounts.
We are here to help you, and appreciate all that you do.

Please do not hesitate to contact us with questions or guidance with your accounting records, needs, or processes.

Thank you for your attendance and your attention.