

## Directions for Handling Sponsor Money

- I. If sponsors are not interested in a tax deduction, the Sports Association does not need to be involved in the transaction. They can give the money to the coach or pay the vendor directly.
- II. If sponsor wants to take a tax deduction for money donated to a non-profit organization:
  1. Coaches should provide each sponsor with the sponsorship form located on the website at [www.sbmsa.org](http://www.sbmsa.org).
  2. The information in the block must be properly filled out before the form is given to the sponsor.
  3. As noted on the form, checks should be made out to the S.B.M.S.A.
  4. Coaches should then collect these sponsor checks, either in person or by mail. This service is provided as a method to have the checks made out to a non-profit organization and then return an Association check to a coach or a vendor. **It is not designed to set up a separate bookkeeping account for each team to draw out funds during the season.**
  5. Therefore, each coach is to keep his sponsor check(s) until he has spent all the money he wants to spend, and then he should submit to: **S.B.M.S.A., P. O. Box 800211, Zip 77280** the entire sponsor check(s) along with receipts, invoices and/or a letter noting a list of uniforms, equipment, etc. he has purchased including costs incurred. *(A tax-exempt certificate is available from the Sports Association – we will not reimburse for sales taxes.)* Multiple checks to vendors or coaches can be made. Some businesses will allow you to pay for uniforms and equipment with cash, credit card or check and not pay tax. Others will require a Sports Association check to pay for non-taxable items.
  6. If coaches do not send receipts or a list of items purchased equal to the amount of the check(s), the excess funds will be deposited as fund raising money for the program. If you do not have receipts, you must submit something in writing signed by the Coach explaining what they funds were or will be used for (Uniforms, Equipment, Team Party, etc..)
  7. When a sponsor check is received in the office a receipt will be issued to that individual or business at the address listed on the check.