

## **Article I. Payout Policy**

### **Section I.01 Travel fees for child and Parent/Legal Guardian**

**If a Member has a child under the age of 18 and that child is required to have an adult accompanied their child on airfare travel, the Member can request a Payout for one Parent/Legal guardian with one child as long as they meet the following guidelines:**

- (a) Chaperone must be a Parent or a Legal guardian of the child
- (b) Parent/Legal guardian must be over the age of 18
- (c) The airfare travel receipt must have both the child's name and the Parent/Legal guardian name on the same flight.
- (d) Only one request can be made for one travel date
- (e) Payout is for one Parent/Legal guardian for one flight with one child \*\***
  - (i) Article 1 sec 1.01 (E) amended February 4, 2018 - \*\*The payout policy for Travel reimbursement was for one Parent/Guardian and one child. If a family has a sibling in the same sport and both siblings are traveling, the reimbursement can be for one Parent/Guardian and both siblings.**
- (f) Payout can be requested after the actual travel or before as long as it falls within the 12 months of the payout request.**
- (g) Payout is for travel *within the last 12 months of the date of the request was made*. For example:

**The Travel was paid on 10/01/2016 to travel on 6/1/2017. The payout request was made on 5/1/2017. The Payout can be processed since the request date can go back 12 months from the date of the request,. 05/01/2016.**

**The Travel was paid on 10/01/2016 to travel on 6/1/2017. The payout request was made on 6/1/2018. The Payout cannot be paid because it is more than 12 months old from the date of the request.**

## Section I.02 Tuition and College Student

- (a) If a Member has a child in college or if the member is a college student then Payout for college tuition is allowed up to the age of 24.
  - 1) College is defined in or out of state colleges. Members must be a resident of Colorado.
  - 2) This also includes graduates up to the age of 24 for student loans.\*\*\*
  - 3) College housing is defined as shared housing or dorms.\*\*\*\*
  
- (b) The payout policy for tuition and other sports/educational fees is reimbursed for a sibling that attends the same third party organization, not just for one Child.\*\*

\*\*Article 1 sec 1.02 (B) This was amended on February 4, 2018

\*\*\*Article 1 sec 1.02 (B2) This was amended on July 4, 2024

\*\*\*\*Article 1 sec 1.02 (B2) This was omitted in previous revision 9/27/24 but added Jan 1, 2025

## Section I.03 Payout and Reimbursement

- (a) If a Member does not know what is in their account, the treasurer can send an invitation to the member to have access for the member to view their account at any time.\*\*\*\*
- (b) Members MUST indicate THE DOLLAR AMOUNT that needs to be taken out of their account
  - 1) If the amount requested by the Member is more than what is in the Member's account, the treasurer will only pay what is in the account. An email will be sent to the Member so that the Member can provide a different form of payment for the difference to their organization. So, if the request is for \$150 and the member has only \$50 in the account. The treasurer will only pay \$50
  - 2) The treasurer will not make any payments above what is requested on the request form. If a Member requests \$100.00 and the invoice states \$200.00 but the Member has \$300 in their account, the treasurer will only pay \$100 as requested online.
  - 3) Members cannot state "*pay all of what I have in my account to the organization*". For accounting/auditing purposes Members must indicate the amount that needs to be paid.
- (c) Members must provide invoices, statements, or receipts by uploading it through the payout request form as the backup to the Member's Payout Request. The treasurer will verify and process the payment once it's approved with the proper documentation.
- (d) For Payouts of paid fees (reimbursement): **The member must provide the receipts with the credit card or bank statement to show proof of payment. Documents must have the Member's name, the athlete/student name, items that are billed, the paid dollar amount and it shows the form of payment made (Visa, Mastercard, Bank account with the last 4 digits, etc.). Members must provide any documents that are needed per the treasurer requests.**

- (e) Payout Requests MUST BE submitted between the 1st of the month to the 15th of the month to be Processed by the first of the following month, provided that the Member has filled the form correctly and uploaded all documentation through the payout request form to the treasurer. There are no Requests made between the 15th-30th. \*\*\*
- (f) Members are responsible to pay their organization on time by submitting the request in a timely manner. KLS Inc. will not pay for late fees for requests that are submitted after the 15<sup>th</sup> for payments that are due by the first of the following month (This includes Fees that are due on the 15th of the following month).\*\*\*
- (g) Payouts for travel fee are only for the student/athlete who is traveling recently\*. Documentation should be provided with the Athlete/Student name on it with the form of payment showing when it was paid.
- (h) A member can only request a payout reimbursement or payout to the third party organization from their account to their third party organization. \*\*
- (i) The member cannot request their funds to pay another member's account or receive reimbursement from another member who paid on their behalf. A member can request a payout reimbursement for only their fees, from their account for what they paid. \*\*

\*This has been amended by vote to include Chaperone Section 1.01 on March 5, 2017

\*\*This has been amended by vote February 4, 2018

\*\*\*This has been amended by vote October 22, 2018

\*\*\*\*Article 1 sec 1.03 (A) verbiage Shutterly is removed was not omitted in previous revision 9/27/24. Removed on 1/1/2025

## **Section I.04 How funds are handled**

- (a) The funds in a Members account should have at least one activity in the account during the year. If there is no activity on the account that is over a year, per the IRS KLS Inc. will have to roll that money into the general fund.
- (b) KLS Inc. prefers to pay upcoming fees rather than Payouts of past paid fees. KLS Inc. will go back 12 months from the date of the request for Reimbursements.
- (c) In order to receive a payout a member must have a membership form on file every year. Our year runs from July to June. Renewal is every July and the membership fee will be posted automatically.

- (d) If a member decides not to renew their membership during the membership enrollment period, the member has 45 days to turn in any receipts for payout or any invoices that need to be paid. Otherwise the leftover funds will rollover into the general fund. This is in compliance with the 501C3 rules.
  
- (e) If a member relocates to another state, the member can request to have the full balance of their funds transferred to another booster club or a third party organization out of the state of Colorado with the proper documentation provided.
  
- 1) If a member relocates to another state, the member can request reimbursement with the proper documentation for the in-state organization for any fees that are due. Any funds left over can be transferred to another booster club or a third party organization out of state with the proper documentation. Any unused funds will be rolled over into the general fund or the Scholarship Fund.

**This policy was amended on March 5, 2017 by vote over the Payout Policy and procedures dated 09-10-2016**

**This policy was amended on February 4, 2018 by vote over the Payout Policy and procedures dated 03-01-2017. Members were emailed with the new changes 3-1-18**

**This policy was amended on October 22, by vote over the Payout Policy and procedures dated 04-17-2018. Members were emailed with the new changes.**

**This policy was amended on January 1 2019, by vote over the Payout Policy and procedures dated 10-22-2018. Members were emailed with the new changes.**

**This policy was amended on May 8, 2020 by vote over the Payout Policy and procedures dated January 1 2019. Section 1.04 e.1 Members were emailed with the new changes.**

**This policy was amended on July 20, 2024 by vote over the Payout Policy and procedures dated 10-05-2023. Section 1.04 e.1 Members were emailed with the new changes. Article 1 sec 1.01 (E, F, G); Article 1 sec 1.02 (B2);**

**This policy was amended 9/24/24 and revision of verbiage was updated on Jan 1, 2024 by vote over the Payout Policy and procedures dated 09-24-2024. Section I.03c and section I.04b Members were emailed with the updated changes.**

## ARTICLE 2 Reimbursements

### Section 1.01 Receipts and proofs of payment

#### Receipts

A **receipt** is any document that contains the following elements:

1. Name of vendor (*person or company you paid*) and the purchaser (who paid)
2. Transaction date (*when you paid*)
3. Detailed description of goods or services purchased (*what you bought*)
4. Amount paid
5. Form of payment (*how you paid. Check copy of front/back, last four digits of credit/debit card*)

#### Proofs of payment

**Provide proof of payment for each reimbursement request.** Proof of when you incurred a business-related expense is needed at the time of the request submission. **Please provide the documents of proof (Bank or Credit card statement) with the receipt when submitting the request** Any missing documents will not be processed and moved into the next cycle.

**Cleared check** – obliterate the bank routing and account numbers printed on the bottom of the check, leaving any numbers in the lower right corner visible. Check the endorsement side of the check and obliterate any legible numbers. Most cleared checks are available as scanned images from your online bank account. **Send in a copy of the front and back with the bank statement.**

**Credit card or Bank statement** – Must have name on it, obliterate cardholder address, account number (except the last 4 digits), summary of account information (payment due, balance, etc.) and all other details not relevant to the particular transaction for which reimbursement is requested. Information that is relevant should be highlighted or some form of indication. Please hide your personal information if you do not want it to be seen.

#### How to Prepare Documentation/Receipts

Obscure or remove any sensitive or confidential information, including:

- Social Security Numbers
- Credit/Debit card numbers (except the last four digits)
- Credit or debit card security codes
- Bank account numbers ( except the last four digit), including numbers encoded on the bottom of checks
- Home addresses (optional)

Adopted Jan 17, 2024

Updated Jan 1, 2025