

Council of 101 - Member Reimbursement

You are entitled to be reimbursed for expenses within your budget that you incur which are necessary for your work with Council of 101.

The goal is to ensure timely reimbursement for you and proper documentation for accounting and auditing purposes for Council of 101. Thank you in advance for following the process!

Member Reimbursement Check List:

- Fill out **form** COMPLETELY (available in member toolbox at councilof101.org on the members page)
- Ask Committee Chair to **authorize** your form
- Double **check your math**
- Attach original receipts** (you might also want to keep a copy for your own records)
- Include a tally** if you have multiple items, please tally your expenditures.
- Remember: we **do NOT reimburse for sales tax!** You can present the tax ID form (also available in member toolbox) during purchase to avoid being charged sales tax. If you forget, please deduct sales tax from your reimbursement submission
- If applicable, include **sponsor's name/business name** to help us match the sponsor to the expense (if you have a copy of their sponsor paperwork, please attach)

✓ *Your reimbursement should not be more than your budget or more than the sponsorship amount (and should be much less.) Your sponsor is receiving admission tickets (which cost \$20) and the goal is to raise money.*

✓ *Your sponsor's payment must be received before reimbursement will be issued.*

✓ *You may donate the cost of the items you purchase and not seek reimbursement, but you are not required or asked to do so!*

Council of 101 - Member Reimbursement

You can find all the forms you need in the Member Toolbox at councilof101.org on the member page

The screenshot shows the Council of 101 website's 'Membership Toolbox' page. The page title is 'Membership Toolbox' and it includes a sub-header: 'Here you'll find our sponsorship forms, expense forms, and other member information.' Below this is a 'CLICK HERE' button. Three forms are displayed below the main content area:

- Consumer's Certificate of Exemption:** Issued Pursuant to Chapter 212, Florida Statutes. Certificate Number: 85-8012873677C-0. Effective Date: 06/30/2020. Expiration Date: 06/30/2025. Exemption Category: 501(C)(3) ORGANIZATION. Issued by: ORLANDO MUSEUM OF ART INC, 2415 N MILLS AVE, ORLANDO, FL 32803-1426.
- Amazon Order Request:** (Please use this form to request an order through the Council of 101 Amazon Account.) Includes fields for Event/Committee, Requested by, Date needed, Item (exact name/description), Quantity, Expenditure for, and Amount. Includes an AUTHORIZATION section and a 'Submit to:' section with contact information for Vanessa Cruz.
- Important Information for Exempt Organizations:** Lists six key points regarding the use of the exemption certificate, including requirements for providing certificates to vendors and the consequences of fraudulent use.

✓ <https://councilof101.org/pages/members> or click **Members** on the top navigation bar

✓ Passcode is 1965

✓ You can find:

✓ Sales tax exemption form

✓ Amazon order form (Vanessa can order items for you to be delivered to the office)

✓ Instructions on how to get reimbursed for sales tax if you order from Amazon yourself

✓ Member Reimbursement form

✓ And more...

Council of 101 - Member Reimbursement



MEMBER EXPENSE REIMBURSEMENT FORM

Name: _____ Date Submitted: _____

Indicate Fundraiser/Project:

Art In Bloom Festival of Trees
 Administrative Hospitality
 Annual Meeting Other: _____

Committee: _____
 Purpose of Expenditure: _____
 Sponsorship (if applicable): _____
 Title of Item (if applicable): _____

EXPENDITURES

Description of Expenditure	Vendor	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Expenditures: \$ _____
 Less Sales Tax: \$ _____
 Reimbursement Amount: \$ _____

Authorization: _____
*No checks will be written without authorization.

Remit Payment to: _____
 Address: _____
 City, State, Zip: _____
 Phone #: _____

Signature: _____

By signing this document, you acknowledge that Sales Tax will not be reimbursed, except for extraordinary circumstances.

ATTACH ALL ORIGINAL RECEIPTS FOR EXPENDITURES

Submit to: Council of 101
 Orlando Museum of Art Lee Nimkoff, Treasurer
 2416 North Mills Ave. Orlando, Florida 32803-1483
 (407) 896-4231 ext. 254 Email: councilof101@omart.org

Accounting Use Only
 Date Paid: _____
 Check Number: _____
 Account Posted: _____

Process:

- ✓ Reimbursement forms and accompanying paperwork can be submitted in the office (hand to Vanessa or place in Lee Nimkoff's box in the "unprocessed" folder) or in person at a "reimbursement center"
- ✓ Please turn in your reimbursement as soon as possible
- ✓ Please ensure your sponsor has paid (Vanessa or Lee can verify) and your decorated item has been handed in to be displayed. We cannot reimburse you until those things are complete.

Timeline:

- ✓ Reimbursements may be submitted at any time prior to Festival of Trees but **no later than Sunday, November 12, 2023, please**
 - ✓ If you miss this deadline, it could be mid-December before you receive your reimbursement
- ✓ We will have a **reimbursement center** set up at OMA on **Wednesday, November 8** for your convenience.
 - ✓ This is the quickest way to get reimbursed!
 - ✓ If you've submitted your paperwork prior to November 5, we will have a check waiting for you!

Council of 101 - Member Reimbursement



MEMBER EXPENSE REIMBURSEMENT FORM

Name: _____ Date Submitted: _____

Indicate Fundraiser/Project:

Art In Bloom Festival of Trees
 Administrative Hospitality
 Annual Meeting Other: _____

Committee: _____
 Purpose of Expenditure: _____
 Sponsorship (if applicable): _____
 Title of Item (if applicable): _____

EXPENDITURES

Description of Expenditure	Vendor	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Expenditures: \$ _____
 Less Sales Tax: \$ _____
 Reimbursement Amount: \$ _____

Authorization: _____

**No checks will be written without authorization.*

Remit Payment to: _____
 Address: _____
 City, State, Zip: _____
 Phone #: _____

Signature: _____

By signing this document, you acknowledge that Sales Tax will not be reimbursed, except for extraordinary circumstances.

ATTACH ALL ORIGINAL RECEIPTS FOR EXPENDITURES

Submit to: Council of 101
 Orlando Museum of Art Lee Nimkoff, Treasurer
 2416 North Mills Ave. Orlando, Florida 32803-1483
 (407) 896-4231 ext. 254 Email: councilof101@omart.org

Accounting Use Only

Date Paid: _____
 Check Number: _____
 Account Posted: _____

General tips and information:

✓ *Please do not spend more than the budgeted or sponsorship amount. This is a fundraiser.*

✓ Submission tips

✓ *Please submit original receipts with copies on 8.5x11 paper*

✓ *Please itemize your receipts*

✓ *Use a spreadsheet as needed to track amount spent and total to be reimbursed, especially helpful if you have expenditures for multiple profit centers.*

✓ *If you paid sales tax, please deduct it. We cannot reimburse sales tax*

✓ Authorization

✓ *Your chair must authorize all expenses and should double check that your item and sponsorship payments have been received*

✓ *If you are submitting digitally, Vanessa can use Adobe Sign to get authorization from your chair (but note this can slow down the process)*

✓ *Do not authorize your own reimbursement*

✓ Payments

✓ *If you do not receive your check in person at a reimbursement center, your check will be sent through online bill pay with Wells Fargo. This takes 7-10 days once entered for payment*

✓ *There are MANY members who will be submitting for reimbursement, so the earlier you can submit the better!*