Golf Tournament Reminders

With your scholarship golf tournament right around the corner, perhaps now is a good time to review the type of documentation the Foundation needs in order to deposit your money and keep good accounting records.

If the golf course requires that a contract be signed and you are running the funds for the tournament through your UA Foundation account, then the UA Foundation must be the party that signs the contract. If anyone else signs the contract, then the Foundation will not pay the invoice to the golf course.

Following is a brief overview of our requirements:

1. Please send the checks, cash, & charges with a detailed spreadsheet similar to the one attached. If possible, please send this spreadsheet electronically, and also include a copy with the deposits.

2. Money collected for mulligans and raffle tickets is not tax deductible. You need to have a sign at the registration table which states this. A copy of that sign should accompany the money you collect, as well as a list of the names of the individuals who purchased these items.

3. If a check is from a company, please make sure that a contact name is legibly written on the check.

4. If there is a silent auction, then we will need a copy of the bid sheets with the following on them:
   * market value of the item;
   * a tax deductibility statement,
   * winning bidder's name, address, and phone #;
   * payment amount and form of payment (i.e., check cash or charge - charge # and expiration date).

If the item is an autographed ball or jersey, then the market value becomes whatever the bidder pays and there is no tax deductibility. This must be stated on the bid sheet.

I cannot stress enough how helpful this information will be in making the processing of the deposits go smoothly.

Thank you so much for your help.