

Additional Payments Collected By LT From Both LT Participants And LT Guests



The instructions below are for collecting payments for both LT participants and non-LT participants that are making payments outside of the regular LT program Fees.

This typically includes LT closing ceremony guest payments and t-shirt payments for non-LT participants and for LT participants if not already included in their program fee.

LT Closing Ceremony Guests

It's common for LT participants to invite guests to the LT's closing ceremonies.

The cost of the dinner for each guest can be paid for by check (either a personal checkbook or they can get a check directly from their bank.) Reliant does not make any money on these payments so we do not book them to misc. income. The cost we charge these guests/invitees is the exact cost per person for the dinner. We apply the funds collected from the closing ceremonies guests to directly offset the expense acct that is used to pay the YMCA for the closing ceremonies food bill. These payments will be booked directly to 5650 (event food) on the LT budget.

Other LT purchases

It is also common for LT to collect payment from participants or non-LT participants to purchase LT items such as t-shirts, etc. Those can be paid for using the same system below. These payments will be booked directly to 5600 (cost of sales) on the LT budget.

Payment Collection

You can collect payments via checks written to Reliant, or if needed, the individual can pay the LT Finance Admin directly through a bank transfer system such as Zelle or cash.

- Option 1: Collecting a check.
 - Checks should be written payable to "Reliant" and clearly marked in the memo for what was purchased "Closing Ceremonies Name of LT" or "T-shirt sales Name of LT"
 - Make sure the check is legible.
- Option 2: LT Finance Admin receives payment from individual(s) through Zelle or another bank transfer system
 - If the individual pays the LT Finance Admin via Zelle or another electronic bank transfer system, then the LT finance administrator will need to go buy a money order on behalf of the individual(s) that could only give online payment and it should be written to Reliant for that total amount of cash/online money collected from all the individuals. A note must be attached to that money order detailing the names and amounts for each individual that paid. Please mark the memo line as "cash payments received".
- Option 3: LT Finance Admin receives payment from individual(s) through cash
 - If individuals have to pay in cash (FYI you cannot send cash to Reliant) the best way to receive this is to have them purchase a money order made out to Reliant and signed by the participant (usually costs between \$3-\$5 at your local grocery store, convenience store or bank) for the exact amount needed and use that in place of cash.
 - Or, the individual(s) can give the LT finance administrator the cash directly, and then the Finance Admin will need to go buy a money order on behalf of the individuals that could only give cash/online payment and it should be made out to Reliant for that total amount of cash/online money collected from all the individuals. A note must be attached to that money order detailing the names and amounts for each individual that paid. Please mark the memo line as "cash payments received".



How to fill out a money order:

- If the participant/guest has purchased it, it should be written to Reliant and signed by the participant.
- If the LT finance administrator is buying a money order for multiple participant payments, it should be written out to Reliant and then the LT finance administrator should sign the money order and attach the detailed note of names and amounts. As a note, a money order will cost money, so you may want to request extra money from the guest in order to pay for the money order since this can not be paid for by the event advance/event funds.

Ledger Sheet

All payments collected onsite should be documented on the [Ledger Sheet](#) and shared with lt@reliant.org.

If you are collecting payments for multiple reasons, please use a separate ledger for each reason (For example, there should be a separate ledger for LT Closing Ceremonies and a separate ledger for LT t-shirts). Do not combine payments collected for different types of reasons into one ledger sheet as they are booked to different accounts.

You do not need to fill in the column "participant to credit" since that is meant to use when payments for LT program fees are being made.

If you are able, please print the ledger sheet once completed and add it to the envelope sent with the payments to Reliant.

Sending Collections to Reliant

The LT finance admin will collect the checks (or cash/online payment and get a money order) and the finance admin will then send the payment to Reliant. We do not want these non-LT participants to individually send their payment straight to Reliant. They should be giving their payment to the LT Finance Admin.

When sending in a group of checks after a collection of payments please:

- Please email lt@reliant.org before mailing so that they can let accounting and gift services know to expect a package with these payments.
- Put the checks or money orders in an envelope with a note that explains the purpose of the payments.
- The payments sent to Reliant must be accompanied by a printed ledger sheet if possible. Or, if you are using the google doc for the ledger, please share the ledger sheet with lt@reliant.org and also attach a note saying the checks are for (say what they are for) payment and that the ledger sheet was shared with lt@reliant.org.
- The total on the ledger MUST equal the total amount of checks/money orders sent in and must be filled out completely. If this is not the case it will be sent back to the summer program.
- Any special instructions for a check or money order need to be attached to that check or money order. For example, if someone sends a check for multiple people be sure that attached to the check is a list of the names and the amounts.
- All checks received onsite should be mailed to the Reliant office promptly, within 1 business day of receiving them. This will help to avoid problems of checks being returned to Reliant marked nonsufficient funds as well as help with the time delay.
- Before you mail, make sure all the checks (or money orders) are legible and written payable to "Reliant" and clearly marked in the memo for what was purchased "Closing Ceremonies Name of LT" or "T-shirt sales Name of LT"
- They should be mailed to Reliant and made care of Accounting.

Reliant

c/o Accounting

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