Personal Ponies

Accounting Checklist for All State Directors

a. Anyone that is asking for a tax receipt must fill out a spreadsheet. Spreadsheet can be found on our website under Forms. Each volunteer that wishes to claim Personal Ponies expenses on their taxes must fill out a form. State Directors need to put the totals for their state on a “master” spreadsheet that you send to Gail ON-LINE. IN ADDITION, please send in the mail, old fashioned postal service, a copy of all of the individual sheets from each volunteer. On these sheets will be the notes and information Gail often needs these for preparing our final report. IN summary, a master state spreadsheet will be created and sent online and the individual sheets sent postal.

b. ALL INFORMATION NEEDS TO BE PUT IN THE EXCEL SPREADSHEET GAIL PROVIDES. A master report for each state should be sent online and in the mail, each individual volunteers report should be sent. Please do not send in handwritten reports and make sure you use the spreadsheet provided.

c. ALL itemized information is provided ON THE SPREADSHEET. For example, for small equipment, you will provide a detailed list of all items purchased. Halters, saddles, driving equipment, brushes all count as small equipment and are important for our Personal Ponies IRS reporting. ALL of these items are depreciated over time and must be itemized for our national report.

d. Please make sure the spreadsheet is accurate. For example, make sure the beginning balance is the same as last year’s ending balance.

e. IF you are a state that is registered to fundraise, please make sure you have a state bank account set up and that a second person is on the account. Let Gail know the name of the second person on the account or if there have been any changes made to the account.

f. The form is completed on time, JAN 15 2010. If the tax information is not in on time, it impacts our ability to file our state registrations on time an then we have to, one by one, ask for extensions. Some states give extensions and some do not.

g. Anyone claiming services over $600 must provide that person a W9 form and that form must completed and returned to Gail Schumann no later than December 31st. IF the form is not sent by that date, those funds cannot be claimed on that volunteer’s tax form. No receipts will be issued for services provided to anyone that does not file the W9. This includes farriers, vets, barn help, board, dental services, training services, and/or promotional services over $600 if the person or business is NOT incorporated.

h. Please thank Gail Schumann for her hard work and dedication. THIS IS NOT AN EASY JOB!!

NOTE: IF THE TAX INFORMATION IS NOT IN ON TIME, IT IMPACTS OUR ABILITY TO FILE OUR STATE REGISTRATIONS ON TIME AND THEN WE HAVE TO ONE BY ONE ASK FOR EXTENSIONS. SOME STATES GIVE EXTENSIONS AND SOME DO NOT. THOSE DO NOT SOMETIMES MAKE US START AT SQUARE ONE