

INVOICE

Special Olympics



Bill To:
Special Olympics URTOPS
C/O MR. UNSTOPPABLE
A STREET IN THE WORLD
CITY, COUNTRY

Invoice Number	SI000123456
Date	2/28/2025
Customer Number	987654
Customer Contact	C/O MR. UNSTOPPABLE
Due Date	03/31/2025
Terms	Net 30

Item/Description	Quantity	Unit Price	Total Price
SO URTOPS 2025 Accreditation Fees	1	4,494.00	4,494.00

Subtotal: 4,494.00
Invoice Discount: 0.00
Total (\$): 4,494.00

Please detach here and return bottom portion with payment

Customer Number: 98765 Special Olympics URTOPS C/O MR. UNSTOPPABLE A STREET IN THE WORLD CITY, COUNTRY	Date	2/28/2025
	Invoice Number	SI000123456
	Invoice Total	4,494.00
	Amount Enclosed	

Special Olympics

2600 Virginia Ave NW, 11th Floor Finance, Washington, DC 20037, USA Tel +1 202 628 3630 Fax +1 202 824 0200

Email info@SpecialOlympics.org Twitter @SpecialOlympics www.SpecialOlympics.org

Created by Joseph P Kennedy Jr. Foundation for the Benefit of Persons with Intellectual Disabilities



28 February 2025

Dear Special Olympics URTOPS,

I am writing to provide you with details regarding your Program's 2025 accreditation fee assessment. The 2025 annual accreditation fee for Special Olympics URTOPS is \$4,494.

The following is enclosed:

- 2025 Accreditation Fee Calculation
- Statement including any balance from prior periods (Your Program's outstanding balance from prior periods is \$)
- Payment Instructions

If you have been approved to have your 2025 Accreditation fee deducted from your SOI grant award in lieu payment; please keep this invoice for your records and let it serve as support of the fee deduction.

If you have questions, please contact the Finance Helpdesk at financehelp@specialolympics.org.

Sincerely,

A handwritten signature in black ink that reads "Jim Barbee".

Jim Barbee
Chief Financial Officer



2025 ACCREDITATION FEE CALCULATION

Fee = 2.1% x Adjusted Gross Revenue (“AGR”)

AGR = TOTAL REVENUE **minus**
REVENUE FROM SOI **minus**
GOVERNMENT REVENUE **minus**
IN-KIND REVENUE **minus**
CERTAIN FUNDRAISING EXPENSES

Minimum Annual Fee. The minimum annual fee for each Program is US \$100.

Annual Increase and Decrease Limits. The accreditation fee for each Program shall be limited to an annual increase equal to 7% of the calculated fee or US \$500, whichever is greater. The accreditation fee for each Program shall be limited to an annual decrease equal to 7% of the assessed fee for the prior year or US \$500, whichever is greater.

Currency Conversion. Amounts provided on your Program’s AGR Form were converted to U.S. dollars using the conversion rate published on xe.com for 31 December 2024.

Special Olympics URTOPS 2024 Adjusted Gross Revenue: US\$200,000.

Special Olympics URTOPS 2024 Accreditation Fee: US\$4,200.

Special Olympics URTOPS 2025 Accreditation Fee: US\$4,494.

See the full Accreditation Fees Policy at: <http://resources.specialolympics.org/accreditation/>. If you have any questions regarding the calculation of your fee, please contact the Finance Helpdesk at financehelp@specialolympics.org.

INVOICE

Special Olympics, Inc.
2600 Virginia Avenue, NW
11th Floor

Invoice Number	SI000123456
Invoice Date	2/28/2025
Due Date	Within 30 days upon receipt

Special Olympics



Special Olympics, Inc.
2600 Virginia Avenue NW
11th Floor
Washington, DC 20037
USA
Attn: Finance Dept.

- **Bank Wire.** Funds should be wired using the following bank information:
 - Beneficiary Information:
 - Special Olympics, Inc.
 - Routing#:026009593 (Dom.)
 - Bank Account #226005725135
 - Swift code:
 - BOFAUS3N (Dom. Wires)
 - BOFAUS6S (Intl. Wires)
 - Routing #: 054001204 (Intl.)
 - Branch Information:
 - Bank of America
 - 703 23rd Street, NW
 - Washington, DC 20037

Wire description must indicate the SO program name for which the payment pertains and/or the invoice number (ex: SO OH 2025 Accred)

- **Credit Card.** Payments may be made by credit card by contacting the Finance Helpdesk at financehelp@specialolympics.org. Payments made by credit card that exceed a total of US\$1,000 per year will be charged an additional 4% to cover SOI's processing costs.
- **Cash.** Cash payments are generally discouraged. In places where other payment methods are not feasible, Programs may make payments in cash. If payment is made in cash, the Program should send a notification email to the Finance Helpdesk at financehelp@specialolympics.org. The email should include the amount of cash paid, the SOI staff member receiving the cash, identification of the invoice for which the payment is made, and the date of the transaction.
- **\$100 Deduction from SOI Grant.** In places where other payment methods are not feasible, Programs who owe the \$100 minimum accreditation fee may request that the \$100 fee be deducted from an SOI grant award payment. Approval of such deduction will be subject to confirmation that other payment options are not available, compliance with requirements of the funding source, and agreement by the Program that the deducted fee amount will be replaced with the Program's other funds to ensure the total grant amount is used for the purposes it is intended. Requests to deduct fees from SOI grant payments should be sent in writing to the Finance Helpdesk at financehelp@specialolympics.org. Such requests must be approved by the CFO or their designee.