



# **THE BUSINESS**

**OVERTIME ATHLETICS**



# **ADMINISTRATIVE AND “BACK-OFFICE” DETAILS**

**50% OF BUSINESS IS**

**PREPARING TO DO BUSINESS**

# TECHNOLOGY

- Computer
  - You will be issued an OTA Computer with all applications/software installed. If you get a new computer at any point, we can help re-install everything you need.
- Business Phone
  - You must have a dedicated business phone/line.
  - An OTA voicemail must be set up and operational immediately.
  - At no time can the business voicemail be full.
- Website
  - You are required to participate in the Overtime Athletics® website ([www.otathletics.com](http://www.otathletics.com)). You may not separately register any domain name or operate any website associated with Overtime Athletics®. We will control the website and update as new programs and franchisees are added.

# LICENSES, PERMITS & TAX NUMBERS

- You must conduct business in strict compliance with all applicable laws, ordinances, regulations, and requirements of Federal, State, County, and Municipal governments and you must maintain in force all necessary permits and licenses. Copies of all licenses and permits must be sent to us at each renewal.
- You must always be aware of federal and state laws because, ultimately, you are responsible. Failure to adhere to any laws relating to your business may result in costly fines or suspension of your operations. Ignorance is no excuse; therefore, we recommend that you contact your accountant, attorney, your state's Better Business Bureau or Small Business Association for specific laws and information. It is impossible for us to know all the different state laws; however, if you need clarification, or if you are unsure of a situation, we will be available to provide assistance.

# ACCOUNTS

- Accounts Payable

- You must pay all invoices on time. Failure to pay your bills promptly may reflect poorly on the entire franchise system and could cause serious problems with suppliers. If you are going to be over thirty days late with any bill, you must notify us with the details.

- Accounts Receivables

- You must invoice and collect on all of your accounts. You are required to use QB's. Invoices should be sent promptly to all customers. When payment is received, you must deposit into your account.

# COMPANY EXPENSES

- Expenses should be closely monitored.
- Expenses include:
  - Number of Instructors working program
  - Equipment Ordered
  - Uniforms Ordered
  - Shipping/Mailing/Printing costs
  - Office Supplies
  - Kill'm with Kindness Budget
  - Staff Incentives

# BILLING – INVOICES – RECEIPTS

- Your **Billing** is recorded in The Hub. This can be found in the Payment Section.
- **Invoices** should then be generated and sent through your accounting system to the appropriate contact for each partnership.
- If registration is through online platform, **receipts** can be automatically generated for the requesting customer.
- Should a customer request a receipt for participation in an OTA program that was not registered online, a manual receipt can be created (see OTA Template on Sharefile).

# PROPRIETARY MARKS

HERE ARE SAMPLES OF THE MARKS YOU ARE LICENSED TO USE.

Overtime Athletics®





- You must use our proprietary marks properly. Proper use and protection of our name is important. If a name is not protected, or is used incorrectly, it may lose its value as a symbol of the company's quality and become generic in meaning. (The words aspirin, yo-yo, and escalator all began as brand names but lost their company affiliation through lack of proper protection.) If you observe any other person or company using a name, mark or color scheme in any way similar to ours, notify us at once. We will determine the steps to be taken and control any actions.
- All signs must comply with all applicable government regulations and must use our mark properly. All signs must be approved by us. You may use our proprietary marks on stationery, checks, business cards, and other business papers if, and only if, you include the text "Independently owned and operated." You may not use our marks in your corporate name.
- You may not make any advertisements or published endorsements using our proprietary marks. If you do make any advertisements or published endorsements for another individual or company they must clearly state that you are the independent owner of your business. None of our proprietary marks may be used for reasons other than the business of the franchise without our prior written approval.

# PAYROLL REQUIREMENTS

- You have the option of outsourcing your payroll or preparing it in-house. If outsourcing, we recommend you use a payroll service to prepare payroll checks and all payroll tax statements in order to make record-keeping quick, easy and error free.
  - All payroll taxes must be paid on time including:
    - Federal withholding tax
    - State withholding tax
    - City/County withholding tax (if applicable)
    - Social Security (FICA)
    - Federal unemployment tax
    - State unemployment tax
    - Any other taxes/deductions required by Federal, State or Local governments.

# COMPLIANCE

- You must maintain payroll records in compliance with all Federal, State, and Local regulatory agencies.
  - Keep individual payroll records for each employee.
  - Form I-9 (Employment Eligibility Verification) must be completed by every employee prior to beginning employment. Form I-9 must be kept on record for three years, even if an employee is terminated.
  - Form W-4 (Employee's Withdrawal Allowance Certificate - both Federal and State, if required) must be completed by every employee prior to beginning employment.
  - Form W-2 (Total Wages and Other Compensation Paid) must be furnished to each employee. A copy of Form W-2 must be retained permanently. Form W-2 for the previous calendar year must be furnished to the employee not later than January 31st of the following year.
  - All payroll records and records pertaining to taxes must be maintained for the term of your franchise agreement and for the following seven years.

# TAX RECORDS

- All tax records must be kept-up-to-date and all payments must be made on time including:
  - Federal Income Tax
  - State Income Tax
  - Local Income Tax (if applicable)
  - All payroll taxes
  - All sales taxes
  - Any other taxes, as applicable.
- All tax records and returns must be kept for the term of your franchise agreement and for the following seven years.

# PAYROLL SYSTEM

## Direct Deposit Policy and Procedure

- During IHT Process, PD will give instructions to New Hires on how to set up direct deposit.
- It is company policy for instructors to set up Direct Deposit.
- Here are the appropriate steps for setting up Direct Deposit through OTA:
  - Submit Account and Routing number to Program Director
  - PD will forward Direct Deposit Information for processing.
  - If payroll company has an employee portal for staff to manage their own accounts, then Direct Deposit can be set up that way individually by each employee on their own.

## OTA Payroll: Steps to Add a New Hire

- Instructor - Fill out W4
- Instructor - Submits ROUTING and ACCOUNT number
  - Voided check if possible
- PD - Input New Hire into payroll spreadsheet
  - In alphabetical order
  - Note “NEW HIRE” on Spreadsheet (for first payroll)
- PD - Notify Payroll
  - New Hire’s W4 information (and voided check if available)
  - Also forward Direct Deposit Information (if available)

# PAYROLL PROCEDURE

\*Adapt below procedure based on Payroll System of your choosing.

\*\*Confirm procedure with Payroll Company.

Use OTA Payroll Spreadsheet Template

- Add New Hires to Payroll Spreadsheet
- Send Timesheet EMAIL (OTA Template Available) to staff
- Include deadline for submittal
- Instructors will reply to timesheet announcement email with hours and programming information filled in properly to timesheet
- Cross reference data on each timesheet with Programming Board
- Approve timesheet by emailing confirmation of receiving and number of hours submitting to payroll
- Enter hours into payroll spreadsheet
- Be sure to monitor tallying to ensure proper calculations (individual and totals)
- This payroll spreadsheet will be saved on the server for processing
- Processing is completed by Payroll Company

# PAYROLL ISSUES

- If there are any questions from Instructors about payroll or discrepancies, the PD will check the following:
  - Did the Instructor submit the timesheet properly and on time
  - Did the PD enter the data correctly into payroll spreadsheet
  - Is the instructor information on the payroll spreadsheet correct (address, etc.)
  - If all of these check out and there is still an issue, the PD will contact payroll to see if payroll information was received correctly, on time, processed correctly, and if and where a paycheck was sent.
    - Should this be a Direct Deposit issue, follow up with Payroll Company.