

# The Vineyard

## Summer 2010 Staff Money Matters

The Vineyard  
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### I Am Bringing Money to Camp – Where Should I Keep It?

Staff members are not allowed to keep more than a very minimal amount of cash in the cabins. Loss or theft will be the responsibility of the staff member. We are able to safeguard your cash, passports and personal items in the office for you. If you get a lockbox, a deposit of \$10 cash is collected and is refunded when your key is returned. If you do not use a lock box, locked files are available, but only during office hours.

### What Payroll Documents Do I Need?

- American staff must bring a copy of your Social Security Card with you.  
You will not be entered into the payroll system without this documentation.
- International staff who already have a Social Security Card must also bring a copy.
- International staff whose contracts are for more than \$700 and do not have a Social Security Card will be applying for a card as soon as you arrive.
- International staff with contracts \$700 or less will need to provide a copy of your visa.

### What Taxes Do I Have to Pay?

- American staff will always have to pay social security and medicare taxes.
  - Federal and State income taxes will differ by individual.
  - Please make a decision regarding your exemptions before you arrive at camp.
  - Information can be found at [www.irs.gov](http://www.irs.gov) - instructions for Form W-4.
- International staff do not pay social security or medicare taxes
  - Federal and State income taxes must be withheld on a graduated scale.

Both American and International staff will receive documents after the end of the year which will allow you to file for a refund of all or some of the income taxes withheld.

### How Will I Be Paid?

- Money Network cards will be used to pay staff. This is a Visa debit card that may be used at an ATM, as a debit card, or for signature purchases (all without fees). You will also be given a supply of checks to use.
- Staff will be paid on a bi-weekly schedule. Cards will be funded on Saturday of Sessions C, E, G, I, K, M. Balances are available on-line or by phone.
- International staff will be able to access their card balance when they return home through the above methods or by wiring the money into their home bank account (\$11.25 fee). Each international staff will receive \$11.25 in his or her last payroll to cover this expense.

### Do I Need Spending Money?

Staff members are given a day off (lunch and dinner) and/or a night off (dinner) every week. Trips are taken to Hanes Mall, Walmart and other sites.

- You should plan ahead to bring money for these trips (we suggest \$20) and any shopping you might want to do.
- These trips are optional; advances will not be made if you do not have money to go.

**Further Information on Other Side >>>**

**Can I Get An iPod?**

Each year many international staff have requested that Dean buy iPods, iPhones, etc. for them while they are here. Last year the number of requests was overwhelming and Dean will no longer be able to continue this as a personal favor. To obtain these products the following procedure will be followed:

- (1) Place an order (with payment) by dinner on Monday of the week you are leaving.
- (2) Purchases will be delivered to you the day you leave camp.
- (3) If you plan on making an Apple purchase while you're here you need to:
  - bring enough cash with you, or
  - have money wired to you prior to your last week at camp (see below).

2010 products and prices will be posted in the store.

We will not make any advances or credit card charges to cover these purchases.

**Dollars, Euros, Pesos?**

The camp will offer a new service this year to convert foreign currency into dollars and vice versa. The exchange rate will be based on the Wall Street Journal daily rate. A 5% fee will be charged by the camp to defray the cost of this service.

**How Can I Get Money From Home?**

- The only way we can get money for you is to have it wired to our bank account.
- Be aware that this is at least a three business day process.
- Once funds are deposited in our bank, we will be able to provide them to you after 3:00 the next business day.
- A \$15.00 wire fee is charged by our bank. This fee will be deducted from the amount given to you.

**Wire Instructions**

RBC Bank 101 Golf Course Road Pilot Mountain, NC 27041 Phone: 336.368.6000 ABA/Routing Number 053100850 SWIFT Code CNTAUS 0333	The Vineyard Camp Inc. 1945 Vineyard Road Westfield, NC 27053 Phone: 336.351.2070 Account Number 052 310 7026
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Be sure to include the recipient's name on the "further instructions" line.