

## Viewpoint Tennis Club

8700 East University Drive, Mesa AZ 85207

ACCOUNTING POLICY		Version #2 <b>3</b>
November 2015, 11/17, <b>01/19</b>		Review November 2020
<p>Purpose:</p> <ul style="list-style-type: none"> <li>To ensure ongoing financial clarity and accountability.</li> </ul>		
<p>Policy:</p> <ul style="list-style-type: none"> <li>An elected volunteer Treasurer maintains overall responsibility for all financial proceedings of VPTC, including individual teams.</li> <li>The Treasurer provides updates on membership numbers and account balances to each Board and General meeting.</li> <li>An internal audit is conducted at the conclusion of each year, by a qualified club member or team of members appointed by the President.</li> <li>The Treasurer is responsible to the President.</li> </ul>		
PROCEDURES:		
STEP 1	<p>The Treasurer is responsible for the following ongoing tasks:</p> <ul style="list-style-type: none"> <li>Prepare information packet for each team treasurer and distribute at season's first Board meeting</li> <li>Collect annual club membership dues (<b>\$35 for social members and \$50 for team members</b>)</li> <li><del>and</del> <b>Collect all</b> other club-related money and issue receipts for same</li> <li>Collect tournament/event income and issue receipts</li> <li>Deposit funds into bank account</li> <li>Maintain petty cash fund not to exceed <del>\$200</del> <b>\$500</b></li> <li>Issue checks for club expenses and verify receipts</li> <li>Record income and expenses for general and capital/maintenance accounts on spread sheets</li> <li>Balance checking account and reconcile with spread sheets</li> <li>Maintain current membership list</li> <li>Collect new <del>or updated</del> member information and forward to designated person to update team roster and directory</li> <li>Obtain a volunteer member to act as Treasurer's Event Assistant</li> <li>Keep income and expense reports for each tournament and event</li> </ul>	
STEP 2	<p>At the end of the season, the Treasurer will</p> <ul style="list-style-type: none"> <li>Prepare documentation for end-of-season audit</li> <li>Prepare draft budget for presentation at November Board meeting</li> <li>Prepare final budget for presentation and membership approval at November general meeting</li> </ul>	