

Viewpoint Tennis Club

8700 East University Drive, Mesa AZ 85207

ACCOUNTING POLICY	Version #4	November 2022
<p>Purpose:</p> <ul style="list-style-type: none"> • To ensure ongoing financial clarity and accountability. 		
<p>Policy:</p> <ul style="list-style-type: none"> • An elected volunteer Treasurer maintains overall responsibility for all financial proceedings of VPTC including individual teams. • The Treasurer provides updates on membership numbers and both general and capital account balances to each Board and General meeting. • An internal audit is conducted at the conclusion of each year, by a qualified club member or team of members appointed by the President. • The fiscal year end for VPTC is September 30. • The Treasurer is responsible to the President. 		
<p>PROCEDURES:</p>		
STEP 1	<p>The Treasurer is responsible for the following ongoing tasks:</p> <ul style="list-style-type: none"> • Prepare information packet for each team treasurer and distribute at season's first Board meeting • Collect annual club membership dues (\$35 for social members and \$50 for team members) • Collect all club-related money and issue receipts for same • Collect tournament/event income and issue receipts • Deposit funds into bank account • Maintain petty cash fund not to exceed \$500 • Issue checks payments for club expenses and verify receipts • Record income and expenses for general and capital/maintenance accounts on spread sheets • Balance checking account and reconcile with software records • Maintain current membership list • Collect new member information and forward to designated person to update team roster and directory • Obtain a volunteer member to act as Treasurer's Event Assistant • Keep income and expense reports for each tournament and event 	
STEP 2	<p>At the end of the season, the Treasurer will</p> <ul style="list-style-type: none"> • Prepare documentation for end-of-season audit • Provide summary of income and expenses in all categories to President for budget purposes • Prepare draft budget for presentation at November Board meeting • Prepare final budget for presentation and membership approval at November general meeting 	