

Viewpoint Tennis Club

8700 East University Drive, Mesa AZ 85207

ACCOUNTING POLICY		Version #4	November 2022
Purpose: <ul style="list-style-type: none">To ensure ongoing financial clarity and accountability.			
Policy: <ul style="list-style-type: none">An elected volunteer Treasurer maintains overall responsibility for all financial proceedings of VPTC.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.			
PROCEDURES:			
STEP 1	The Treasurer is responsible for the following ongoing tasks: <ul style="list-style-type: none">Collect annual club membership duesCollect all club-related moneyDeposit funds into bank accountMaintain petty cash fund not to exceed \$500Issue payments for club expenses and verify receiptsRecord income and expenses for general and capital/maintenance accountsBalance checking account and reconcile with software recordsMaintain current membership list		
STEP 2	At the end of the season, the Treasurer will <ul style="list-style-type: none">Prepare documentation for end-of-season auditProvide summary of income and expenses in all categories to President for budget purposesPrepare draft budget for presentation at November Board meetingPrepare final budget for presentation and membership approval at November general meeting		