

Cash Handling / Collection of Monies at Events

- All cash / checks taken in at the Club events must be counted by 2 parties. The parties counting the monies must sign the “Accounting Receipts” form. Please contact the Treasurer to arrange to transport the funds as soon as possible after the event. (the following day is advisable) No longer than 72 hours. Do not leave money at the Club. Upon receipt, the Treasurer will recount the funds. In the event that the Treasurer is not available, please contact another Board member.
- The Treasurer or Authorized Board member will transport the deposit to the bank.

If any questions should arise regarding this procedure, please contact a Board Member. A board member may also contact the 2 individuals responsible for the money collection if questions arise.