

2. Funds turn-in interval requirements:

- a. If an event/activity has been financially active within a specific calendar month, then they must report that financial activity (and turn in proceeds) by no later than the following month's Board Meeting. The Report may be presented in person at the Board meeting, or may be mailed to arrive at the Club PO Box.
- b. Large amounts of cash received by an Event/Activity must be promptly turned into the Club Treasury. The Committee defines large amounts of cash to be \$500 or more. Once an event/activity receives this amount of cash (or more), it must be turned in to Treasurer/Assistant Treasurer within 14 business days, irrespective of item 2 (a),

3. Shotgun Sports Area Cash Drop Boxes:

- a. The purpose of this system is to allow the Club to exercise inventory management of clay birds, so that the cost, to the Member, to shoot these targets remains low.
- b. Drop boxes shall meet following criteria:
 - i. One drop box will be provided inside Skeet 1H building. The existing one located in Trap Bldg. will continue in use.
 - ii. Boxes shall be substantially constructed, to be resistant to theft and tampering. Boxes shall be securely attached to building structure. Lock mechanism shall have provision to operate with one key. Combination lock system not acceptable. The two boxes shall be keyed separately.
 - iii. Keys to be restricted availability style. It shall require written authorization of the Board of Directors to obtain copies of such keys.
 - iv. The Board has the exclusive authority to select which Club members may have keys to cash drop boxes. The keys may not be loaned to others not specifically authorized by the Board. Those Members, to whom keys are issued, shall be noted in Meeting Minutes.
 - v. The Board shall retain at least ONE copy of each key, in a sealed, initialed envelope, stored in the Club's financial institution safe deposit box. The quantity and description of each key shall be listed on the outside of the envelope. It shall be noted in the following Business Meeting's minutes, if these keys are removed from the safe deposit box for any purpose.
- c. Drop Box use and contents collection criteria:
 - i. Each member shall log his rounds (and his guests) on the official Club form provided. Such form will be kept in convenient close proximity to each cash drop box. The person(s) charged with collecting funds shall keep an ample supply of blank forms in the log books.
 - ii. The log forms, coinciding with the contents of the drop boxes, shall be included with each Activity Form presented to the Club for deposit.
 - iii. Contents of the cash drop boxes may not be used to make change, pay for incidental expenses (with or without receipts), or for any other purpose.
 - iv. A secure cash box will be available for change with \$150. The committee chairman or his designee will be in charge of it.

- v. Committee Chairman appointed by the board will have exclusive control of the keys and may not loan those keys. The member to whom the keys are issued will be noted in the minutes. In the event the member to whom the keys are issued is temporarily unable to perform the duty they must relinquish the keys to a board member and note it in the board minutes. A receipt will be issued on both transfers.

4. Store Receipt Policy:

- a. The original store receipt for items purchased out of event funds must be presented with the Activity Report. This receipt may be a detailed, hand-written receipt prepared by the selling vendor, or a mechanically produced cash register receipt. Receipts should identify the vendor, the date sold, and the quantity/price of product/service sold.
- b. In the event of loss of the original receipt, a receipt produced by the event is acceptable in certain cases. Such replacement receipts should be rarely presented. They should also be detailed with information, as in 4 (a). In the event the original receipt lost represents a substantial expense, the treasurer/assistant treasurer may require additional backup information from the individual submitting the replacement receipt.

5. Required Documentation for disbursement of Club Funds:

- a. For disbursements of Club funds, a proper official Invoice or receipt is required. The invoice or receipts must identify the vendor, the date sold, and the quantity/price of product/service sold.
- b. The Treasurer or Assistant Treasurer shall not make disbursements in the absence of proper documentation.
- c. To properly code the expense, details regarding the use, purpose, and/or event or activity are necessary to Club operations and shall be obtained before a disbursement is made.

6. Receipt From Treasurer:

- a. As provided for in the Bylaws (Art. VII, Sec. 5), the Treasurer shall issue a receipt for funds presented to him by a member presenting funds collected. If requested by the Member, the Treasurer shall initial the Member copy of official Activity Report form to indicate receipt of the report and funds said to be contained in the report. Such initials shall provide a definitive receipt. Funds may be counted later, at the Treasurer's discretion, and if the tally varies from that indicated on the Activity Report, as prepared by the Member, the Treasurer shall promptly notify that individual turning in the report, of the correct final count.

7. Treasurer Assistance in Activity Reports Education:

- a. The Treasurer and Assistant Treasurer shall provide all necessary education and instruction to Activity/Events to ensure that they understand how to comply with the Club's instructions and requirements of completing and turn-in of Activity Reports.