



RIO CLUB POLICY

ACCOUNTING PROCEEDURE CASH

CASH COUNTING PROCEEDURE

Cash from swim meets or other club activities must be accounted for by following specific guidelines to ensure all cash is handled and reported properly.

1. Start up cash is counted and initialed for on the meet deposit form by the RIO accountant or Club Director
2. Before cash boxes are returned to the club office, two members must count the cash, record their accounting on the meet deposit form and sign their names to the form
3. Cash is then counted again by the Club Accountant or Club Director and their name is also signed to the meet deposit form
4. Cash should then be recorded and deposited per established accounting procedures

NOTE: Cash may not be used to reimburse members or employees for reimbursable items. All reimbursable must follow the Home Meets Accounting Procedure.