



RIO CLUB POLICY

ACCOUNTING PROCEEDURE HOME MEETS

MEET ACCOUNTING PROCEEDURE

The accounting for each meet hosted by RIO Salado Swim Club must follow specific guidelines to ensure all forms of income and expenses are recorded correctly. All financials in the following areas must balance and tie together before the books for a home meet are closed and therefore points distributed to RIO members.

ALL REPORTS MUST BE IN PRINTED FORM:

1. All bank deposits with deposit receipts (see RIO meet deposit form)
2. Copies of receipts and reimbursement checks
3. QuickBooks income and expense reports
4. Pre-meet and post meet receivables reports from Meet Manager
5. Report of meet fees billed to RIO members in Business Manager
6. Report of points credited to RIO member accounts

All reports must be signed by the following:

1. Club Manager
2. Club Accountant
3. Club Treasure
4. One club member

A NOTE TO ALL MEMBERSHIP

We anticipate home meet accounting procedures to last up to 30 days. This includes the posting and distribution of volunteer points and delivery of reimbursement checks (if necessary). Please do not purchase anything with your own money on behalf of the club without permission first from the Club Director. Permission and receipts will be needed in order for reimbursement to take place.