

## CHAPTER FOUR - Section 4.02D

## CASH RECEIPTS

Date:	January 16, 1984
Amended:	June 19, 1986
Amended:	September 21, 1989
<b>Proposed:</b>	<b>November 19, 2009</b>

**I. POLICY**

The LMOA Board of Directors affirms the necessity of maintaining a system of internal control over cash receipts. The system should provide assurance that all receipts are recorded promptly and accurately. Prompt entry and deposit of receipts are basic to the integrity of the system.

**II. APPLICATION**

- A. Payment for all fees, dues, and/or purchases in any LMOA facility are encouraged to be in the form of:
1. Credit Cards honored by LMOA (~~VISA, MasterCard~~)
  2. Personal check made out to LMOA
- [Note: Cash for any expenditure is allowable.]
- B. Over due LMOA Accounts will carry a finance charge of 1.5% per month - 18% annually, simple interest, on the balance due. Checks returned to LMOA from banks will carry a penalty fee as set by the Board of Directors.
- C. An appropriate receipt will be issued for each payment identifying the cost center and classification.
- D. All records of financial transactions (e.g. checks, charge card tickets, cash tickets, etc. together with matching receipts) will be reconciled and turned into the LMOA Administrative Office each normal working day and properly recorded as received in the Administrative Office.

Individuals handling monies/financial records are required to be responsible to document at any given time the financial transaction for which they have been assigned as part of their job responsibility.

- E. Receipts will be posted to the appropriate accounting records each normal working day.
- F. All cash is to be turned into each section's safe daily; in turn to be turned into the Administrative Office preferably on Mondays, Wednesdays, and Fridays allowing the Administrative Office time to make a bank deposit on those days.
- G. Pre-printed and numbered amenity-use tickets/forms will be completed for all designated use/financial transactions.

**III. Donation Accounts**

- A. Donations may be submitted to LMOA and will be carried as an identified donation for purposes of accounting. Donations can be made in two types, identified fund raising projects that are member initiated and approved by the Board of Directors, and individual one-time donations, either to a prescribed purpose or at-will. If at-will, the Board of Directors has full authority to allocate such a donation where**

needed. Because fund raising takes time, the following procedures shall be followed:

1. The members or groups (sponsors) requesting the creation of a donation account shall seek approval of the Board of Directors that includes the purpose and proposed amount to be raised. A time frame for reaching the goal shall be established and the purpose, amount and timeframe shall be approved by a majority of the Board of Directors present at the meeting.
  2. The Treasurer for LMOA shall recommend to the Board an Assistant Treasurer to handle collection and deposit of funds. The Assistant Treasurer may be nominated by a committee, but cannot be a member of any LMOA committee.
  3. An interest-bearing account (savings or investment) in the name of LMOA and carrying an identifying name on the account shall be established for each fund raising activity approved by the Board of Directors. The account shall use the LMOA tax number and be established for the purpose of depositing funds received. The appointed Assistant Treasurer or the LMOA Treasurer shall make the deposits. Investment of funds in donation accounts shall be in compliance with [ref:] PM 4.02Q, Investment Policy.
  4. The Assistant Treasurer does not have the authority to withdraw funds or issue checks against the account.
  5. The General Manager and the LMOA Treasurer shall have joint control over withdrawing funds from the account(s) and applying these funds for the purpose intended.
  6. Deposit receipts shall be submitted to the Administrative Office at the next business day and bank statements shall be addressed to the Administrative Office to verify the account balances.
- B. In the event that the funding goal cannot be attained in the time planned and as approved by the Board of Directors, the sponsors of the fund raising shall return to the Board with either a proposed time extension for raising funds, or an alternative for use of the funds by the Board. The Board shall consider the recommendation and vote to transfer the funds, or, at its discretion, identify another area where the funds can be applied.
- C. Accounts shall be closed following dispersal of the funds at the conclusion of the fund raising.
- D. The LMOA Treasurer shall report the status of any donation fund raising accounts at the Monthly Board Meeting.

#### **H IV. RESPONSIBILITIES**

The General Manager and bookkeeper are to see that this policy is implemented as written and approved.