

CONTRA COSTA HILLS CLUB

GUIDELINES FOR MANAGING AN AUTHORIZED ACTIVITY

This procedure has been developed in response to the recommendation of our Audit Committee.

The member/leader(s) of an authorized activity will be responsible for the management and the accounting of all income and expenses for the activity.

The leader(s) will collect all checks. All checks are to be made payable to CCHC. A list of names of all participants and their checks will be prepared by the leader(s) and forwarded to the treasurer for deposit. The leader(s) will retain a copy of the list sent to the treasurer.

If there is a requirement for a deposit for the activity/facility, the leader(s) will request a check from the treasurer having completed the necessary check request form along with supporting documentation. If additional funds are to be forwarded to the facility(s), a check request form(s) is required. The leader(s) will maintain a log of all disbursements.

At the conclusion of the activity the leader(s) will prepare a report. The report will show all income received and expenses paid. The report will be forwarded to the treasurer.

Note: This procedure will be provided to the member/leader(s) by the treasurer prior to the beginning of the approved activity.