

## **Policy: Handling of Club Funds**

All members in receipt of Club funds are to remit these funds to the Club's Treasurer at a minimum of monthly. Each remittance must be accompanied by a completed Income Form.

A possible alternative, with the cooperation of the Club's Treasurer, the funds may be deposited directly into the Club's bank account. If this option is used, the member is to retain a copy of the deposit receipt and forward to the Treasurer the original along with a completed Income Form. During times of heavy activity (i.e.: Membership Renewal) funds are to be remitted or deposited twice monthly.

Initial Issue 11/15/2017