

	<b>POLICY &amp; PROCEDURE</b>	<b>POLICY NUMBER:</b> 752
	<b>Subject:</b> <b>CASH RECEIPTS</b>	<b>EFFECTIVE DATE:</b> 1/15/06  Rev. 05/21/14

## Cash Receipts

### I. Athlete Registration Payments Received

1. Substantially all payments for athlete registration are received contemporaneously with batches of electronic registration received via the AzSI web portal from various teams.
  - a. Payments may be made electronically through the AzSI web portal but must be initiated by team.
    - i. AzSI accepts most major credit/debit cards,
      1. Receipts for credit/debit card transaction are received via auto-generated email from AzSI web based online payment portal.
    - ii. AzSI accepts electronic checks
      1. Receipts for e checks transactions are received via auto-generated email from AzSI web based online payment portal.
  - b. Payment may also be made by sending check to the AzSI office.
    - i. Checks are processed through use of the AzSI online teller system.
  - c. Payments made in cash at the office are deposited directly into the bank.
  - d. AzSI charges a convenience fee for use of a credit card.
  - e. All receipts whether from online payment portal or online teller system are deposited into the money market account.
    - i. All receipts not received electronically are generally deposited with in three working days.
2. After the processing of registration batch and the receipt of payment, the receipts are entered into the computerized accounting system
  - a. Receipts are entered by recipient
  - b. Date of payment is used in entering receipts

### II. Non-Athletes and Club Registration Payment Received

1. New (first time) Non-athlete or Club registrations
  - a. All new (first time) non-athlete members and / or Club's must initially register manually, completing the form(s) available on the AzSI web page.

- b. The processing of payments is conditional on the satisfactory completion of the registration process, and, in the case of Club registrations, approval of USA Swimming.
    - i. Payments for such first time registrations are generally made via check sent to the office.
      - 1. Such checks are processed through the online teller system
    - ii. Payments may be made by credit card by completing the AzSI credit Card Authorization form found on the web.
      - 1. Such credit card payments are manually entered into our credit card processing system.
2. Renewal of Non-Athlete or Club registrations
- a. Renewals of both Non-athlete or Club registrations may be done through the AzSI Web portal or manually by complete the form(s) located on the AzSI web page.
  - b. Payments may be made electronically through the AzSI web portal but must be initiated by individual or Club.
    - i. AzSI accepts most major credit/debit cards,
      - 1. Receipts for credit/debit card transaction are received via auto-generated email from AzSI web based online payment portal.
    - ii. AzSI accepts electronic checks
      - 2. Receipts for e checks transactions are received via auto-generated email from AzSI web based online payment portal.
        - a. Payment may also be made by sending check to the AzSI office.
    - iii. Checks are processed through use of the AzSI online teller system.
      - a. Payments made in cash at the office are deposited directly into the bank.
    - iv. AzSI charges a convenience fee for use of a credit card.
    - v. All receipts whether from online payment portal or online teller system are deposited into the money market account.
    - vi. All receipts not received electronically are generally deposited with in three working days.

### **III. Meet Sanction, Fees and Other Receipts**

- 1. Meet Surcharges: All athletes participating in AzSI sanctioned or approved meets pay a small surcharge to AzSI.
  - a. Surcharge is made up of two components, one used for funding of AZSI and
  - b. second part is to fund the Athletes Travel fund (see policy 840).
  - c. current amounts of each component listed in the then current Annual Statement of Fees posted to the AzSI document library
- 2. Sanction/Approval Fees: All sanctioned or approved meets pay a fee for such sanction or approval.

- a. current amount of sanction / approval fees are listed in the then current Annual Statement of Fees posted to the AzSI document Library.
- 3. Equipment Rental. AzSI rents its equipment to various clubs, and in some rare occasions, other organizations.
  - a. current amount of such rental fees is posted on the then current Annual Statement of Fees posted to the AzSI document library.
- 4. Payment Processing: Payments may be made electronically through the AzSI web portal but must be initiated by individual or Club.
  - a. AzSI accepts most major credit/debit cards,
    - 1. Receipts for credit/debit card transaction are received via auto-generated email from AzSI web based online payment portal.
  - b. AzSI accepts electronic checks
    - 1. Receipts for e checks transactions are received via auto-generated email from AzSI web based online payment portal.
      - a. Payment may also be made by sending check to the AzSI office.
  - c. Checks are processed through use of the AzSI online teller system.
    - 1. Payments made in cash at the office are deposited directly into the bank.
  - d. AzSI charges a convenience fee for use of a credit card.
  - e. All receipts whether from online payment portal or online teller system are deposited into the money market account.
  - f. All receipts not received electronically are generally deposited within three working days.

## Updates

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Date	by Whom	abstract	Section	Control #
01/15/2006	BOD	approval of procedure	All - new	
05/21/2014	management	update re banking	All	14-2