

	POLICY & PROCEDURE	POLICY NUMBER: 750
	Subject: ACCOUNTING MATTERS	EFFECTIVE DATE: 05/22/2014

Accounting Matters

I. General

- a. Arizona Swimming, Inc. (“AzSI”) is a 501(c)(3) not for profit company incorporated under the laws of the State of Arizona. As such, it keeps its books and records based upon the fund accounting principles.
- b. AzSI is a Local Swimming Committee for US Swimming with a territory of the State of Arizona. As such US Swimming has certain rights and obligations as to our policy, procedures and operations.
- c. AzSI uses the cash basis of accounting, a recognized basis for accounting. It does not use generally accepted accounting principles.
 - i. The cash basis of accounting is used for financial and tax purposes and as such recognized income when received and expenses when paid.

II. Funds

- a. AzSI has four funds:
 - i. General Fund which covers most operation department of AzSI. This fund is unrestricted.
 - ii. Officials Fund which covers operation of officials fund. This fund is unrestricted.
 1. This fund is dependent of the General Fund of AzSI for funding
 - iii. Athlete Travel Endowment Fund which endows only athlete travel reimbursement. This fund is Permanently Restricted.
 1. This fund has a funding source independent from the General Fund
 - iv. Athlete Travel Fund which reimburses certain Qualified Participant athletes for certain travel expenses to certain Qualifying Meets. This fund is Permanently Restricted
 1. This fund has a funding source independent from the General Fund

III. Accounting Systems & Reports

- a. AzSI maintains its books and records on a computerized system with 13 departments. They are:
 - i. Administration 01

ii. Equipment	02
iii. Officials	03
iv. Age Group	04
v. Senior	05
vi. Registration	06
vii. Coaches	07
viii. Events	08
ix. Safety	09
x. Adaptive	10
xi. Athletes	11
xii. Travel fund / endowment	12
xiii. Sanctions / technical	13
xiv. Diversity/Outreach	14
xv. Safe Sport	15

- b. AzSI prepares its own payroll, offering direct deposit to its employees. See Policy 754-756 for Personnel Matters.
 - i. Distribution of such is restricted to General Chair, Admin Vice Chair, Treasurer and Executive Director
- c. AzSI prepares monthly Statement(s) of Revenue, Expense & Other Changes in Net Assets – Cash Basis for each of the above referenced departments.
 - i. Distribution is made to individual department chairs on a case by case basis at the direction of the General Chair.
- d. AzSI prepares monthly Balance sheet for AzSI as a whole.
- e. AzSI prepares a monthly Abstract of Financial Data for use by the Board of Directors at its regular meetings
- f. AzSI prepares Financial Statements for the fiscal year for our membership for distribution at the winter House of Delegates meeting.
 - i. Prepared with footnotes and included in the Annual Report to the Membership.
- g. Policy and Procedures regarding Cash Receipts and Cash Disbursements can be found in policies 750 A and 750 B.

IV. Banking

- a. AzSI maintains banking relationships with two Phoenix area institutions
 - i. Arizona Bank & Trust
 - ii. Arizona Business Bank
- b. AzSI maintains borrowing relationships with Arizona Bank & Trust
 - i. Revolving unsecured line of credit
 - ii. Company credit cards to certain officers, directors and employees.

Updates

<u>Dates</u>	<u>By Whom</u>	<u>Basic Abstract</u>	<u>Sections</u>	<u>Control #</u>
05/21/2014	codification of policy	all	all	14-6