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|  | POLICY & PROCEDURE | POLICY NUMBER: 752 |
| | Subject: CASH RECEIPTS | REVISED DATE: 8-11-2021 |

A. Cash Receipts

a. Payments Received

- i. Payments are received for club registration, athlete registration, non-athlete registration, meet fees, equipment fees, meet marshal fees, athlete transfers, program fees, and other services/ items electronically through credit card through the AZSI website. Checks are received via regular mail or hand delivered.
 1. Checks are received and deposited through use of the online teller system.
 2. Credit Card payments are received via PayPal through the AZSI website. Downloads of the transactions are entered into the accounting software.
 3. Monthly Reconciliation of all receipts are conducted by the Treasurer.

UPDATES

| <u>Date</u> | <u>By whom</u> | <u>Abstract</u> | <u>Section</u> | <u>Control #</u> |
|-------------|----------------|-----------------------|----------------|------------------|
| 1-15-2006 | BOD | approval of procedure | All-new | |
| 5-21-2014 | Mgmt | update re banking | All | 14-2 |
| 8-11-2021 | BOD | new Bylaws | All | 21-15 |