

JRC Cash Procedures

1. Checks will be cut weekly. If I have your request in my possession by Friday, you will have checks by Tuesday. Requests can be mailed to the PO Box or can be placed in the tub on my front porch (604 Baldwin Drive). I will be mailing ALL checks that are submitted for reimbursement. Even though I am cutting checks once a week, many programs are holding their checks for distribution. This has resulted in several vendors' only dealing with a check on the spot. This is not acceptable; so make sure there are complete addresses for every check request you submit. Any program continuing to hold invoices will lose privileges.
2. NO check will be issued without an invoice (or timesheet) attached to check request. All requests must be signed. Please remember that referee/umpire reimbursements must have a timecard filled in with ALL information. It is a nightmare keeping track of timecards with open information, so no check will be written until the form is completed. It is the responsibility of the program treasurer to ensure that ALL information is included with the check request.
3. Please remember we are sales tax exempt. Please supply your vendors with our tax-exempt number (31057194). THERE WILL BE NO REIMBURSEMENT FOR SALES TAX PAID-NO EXCEPTIONS. If you need a card, see me we have plenty.
4. NO checks will be issued over \$500 without PRIOR approval of the Board. This is clearly stated in our bylaws and must be adhered to. If you have submitted a budget with a listing of vendors and your budget was approved, this is the approval.
5. Program budgets are due by the June meeting. If, for example you know the vendor for uniforms (which would be greater than \$500), put it down. Once the Board approves your budget, you will not need to get approval for that vendor over \$500. The more detailed the budget, the less you will need to seek approval.

6. All deposit slips must be identified as to program and what the deposit is for. If nothing is noted, it will be assumed it is registration and the head tax will be removed from your account. We have a new box of deposit slips. There are only 3 sheets per deposit instead of four. If you have old deposit slips, please continue to use them, but if you need some, please see Tim. **Please do not use the generic deposit slips found in the bank.** With regard to deposits, you are to submit within 10 days the YELLOW copy of the deposit slip. If your deposit contains registrations, then the yellow copy of the registration forms **MUST** be attached. Those that don't feel it is important to submit their deposit slips timely will soon find I will not be issuing their checks timely either. This delay creates a ton of paperwork, which doesn't have to happen, so please help out with this. We have a night deposit bag that can be used also. Also all unidentified deposits are moved quarterly to the general fund and will not be moved back to the program.
7. When someone is paying with a check **YOU MUST** ask for a drivers license or military identification. Verify the person pictured is the presenter. Verify the address on the identification matches the check. Then write the id number and date of birth on the front of the check. **THIS MUST BE DONE** in order to turn over to the sheriff. Also put a phone number on the check. Remember we are **NOT** required to accept a check from anyone. If you feel uncomfortable or suspicious, trust your intuition! Ask for cash or money order.
8. All checks that are deposited **must** have a notation for which program. This can be done by making a notation in the memo line or by altering your "For Deposit Only" stamp with the initials of your program. I am going to start charging a \$5 fee for each check returned without a notation. The fee will be removed from your program and placed in the general fund.
9. Bad checks will be charged to the program where they originated. However, I will prepare monthly a list of those who have presented bad checks to a program that is distributed to all programs. You

MUST only accept cash (or money orders) from the people listed on the bad check list. As for collection of bad checks, see our policy on bad checks.

10. Emergency checks can occur. If you need a check before the next Tuesday, call me and make arrangements. However don't make this a habit. Your lack of planning does not become my problem. Sometimes you need a "blank" check to pay for a fundraiser when truck arrives, the banquet hall at the end of bull roast etc. Please call me to make arrangements. However, when you turn in the receipt, mark as already paid so that an additional check is not issued.
11. You will receive monthly cash reports. For the months that are executive board meetings, I would prefer to email the reports to whomever the programs designate.
12. All fundraisers and raffles must be pre-approved. We are limited to the number of raffles per year and we want to coordinate who is running which fundraisers and when. Also the paperwork to receive a license requires a board member signature. That is the JRC board, not your board. You may receive forms from me.
13. There has been a problem with unidentified deposits. The new policy is anything in unidentified in the next quarter will be turned over the general fund PERMENANTLY. So for example there is an unidentified for January-March, this money turns over to the general fund June 30 and regardless of whether paperwork is turned in after June 30, the deposit will remain in the general fund. DEPOSIT SLIPS ARE DUE TO ME WITHIN 10 DAYS.
14. Concessions continue to be an issue. We now have two cash registers that should be used for concessions (and can also be used for registrations). I have sample forms to help you keep inventory and to make sure your cash ties to what you sold. If you have concessions, please see me.
15. We have a membership to BJ's Warehouse. If you need to use a card, please see Tim, he has the cards.

16. All vendor invoices should be mailed to our PO box, not a personal address or another PO box. You will be contacted when the invoice comes in as to whether it is ok to pay.

17. If you have questions or problems on your report or anything else, please call me (home 410-538-6911) and we can work through them together. If there is an emergency call my office (410-931-6390)