

AOPA 2011-2012

Procedures for Processing and Tracking Payments

2011-2012 Money Handlers:

Director – Geoff Benes

President – Jeff Bassett

Treasurer – Daniel Jenuwine

Assistant Treasurer – Barb Gamble

Trip Coordinator - vacant

Camp Coordinator – Michelle Watson

Membership – Michelle Watson

Individual Fundraisers – as needed and assigned

Key to the mailbox to be kept by Director and President.

Mail will be checked by Director and President, and forms and payments distributed to appropriate Committee Chair(s).

Committee Chair(s) must process all payments and create a detailed roster including, but not limited to:

- Amount of payment
- Type of payment (Cash or Check number)
- Number of people (and names) whose payments are included per check
- Give payments with copy of roster to Assistant Treasurer

Concerts and one-time fundraisers that collect monies – at end of event:

- 2 unrelated people should independently count the money collected
- Deposit Summary Form should be filled out and signed by both people counting
- Appropriate portion of Deposit Summary Form should be given to Treasurer for record keeping.
- Monies and appropriate portion on Deposit Summary are given to Assistant Treasurer

Assistant Treasurer must:

- Verify accuracy of data and contact Committee Chair(s) with any concerns before deposit
- Deposit money immediately
- Notify Treasurer of actual deposit amount and source of money.