

POLICY NAME SKATING SCHOOL ACCOUNTING

POLICY NUMBER 25

CATEGORIES 8, 9

DATE PROPOSED: 02/09/94

DATE OF VOTE: 02/09/94

ACCEPT (Y/N): Y

1.A.1

The Skating School shall provide a daily and monthly summary of school revenues to the Facility Manager **Executive Director**, including collections on regular monthly billings, walk-on's, etc. The monthly total for billings should be resolved with the monthly deposit by the Facility Accountant.

A daily deposit slip shall be made for all money received that day which shall show person's name and check number for each check. This slip shall be made in duplicate with the original along with the checks and cash being given to the Facility accounting person daily and the duplicate being kept for the Skating School records.

mail box

Daily Close out reports & deposit in safe

update

Monthly sales report

COMMENTS Recommendation of the accountant