

## **DELRAN ATHLETIC ASSOCIATION**

### **CASH RECEIPTS POLICY**

The majority of Delran Athletic Association (D.A.A.) receipts are for children's sports registration fees. Such fees are generally paid on-line, and funds are electronically transferred from a merchant account into the commercial checking account maintained by the D.A.A (the 'bank account'). Some registration fees are paid via personal check, and in rare instances such fees are paid in cash.

Other cash receipts are generated from snack bar sales and, on occasion, fundraising activities and events.

The D.A.A. policy with respect to cash receipts is as follows:

On-line funds are the preferred method for registration fees, as they offer a secured and automated flow of funds to the bank account.

Checks are restrictively endorsed, then deposited into the bank account within a reasonable timeframe.

Cash receipts shall be deposited into the bank account within a reasonable amount of time.

Should commissioners receive or take possession of cash, they should turn over such receipts to the Treasurer for deposit as soon as is practical to do so.