



CSTC Financial Policy and Procedures for Rental Shop and Youth Ski School Programs

The Policy outlines general financial operations of the Rental Shop and Youth Ski School.

The Procedures outline the program operations directly administered by the Club Manager, specifically the Youth Ski School, the Rental Shop, and community events.

Policy

The lodge, ski school, and rental shop budget will be developed by the Club Manager, with guidance from the Treasurer and President. The overall budget will be developed by the Manager, Treasurer and President with input from the directors to generate budgets for their program areas.

Amounts budgeted for major equipment replacement shall be included in CSTC's Five Year Plan and planned saving recognized in the annual budget. Major project funds are saved as GIC investments in accordance with the investment policy. This is meant for larger equipment replacement such as snowmobiles, major lodge or trail renovations and Piston Bully repair. Ongoing replacement and repair of lodge equipment, skis, snowshoes, and other items are not capital projects and will be included in annual program budgets as the need is identified.

Procedures

Records are kept using a Google spreadsheet and stored on the CSTC google drive so that the Manager, Treasurer, and President can easily share information. All financial information remains on a CSTC platform. The Manager and Treasurer communicate and share information on Google to maintain oversight and accommodate bookkeeping and administration needs.*

**Note: Shifting the storage of information to the CSTC google drive is an important strategy in developing a more centralized long term storage solution for electronic information and moving away from information ending up sequestered on volunteer's home computers. This also allows the manager and directors to share information in real time efficiently without duplicating work.*

The Treasurer uses Quickbooks online, which allows the Treasurer and President to independently check bank balances and activity.



All CSTC income except for BC Gaming funds is deposited into the CSTC Integris general bank account. The Club Manager or Treasurer deposits all of the income from daily operations into the Integris general account but the Club Manager does not have signing authority on the CSTC account. Square reader and Paypal revenues are deposited into the bank account automatically. Club Manager maintains a ledger on the CSTC google drive to help the Treasurer allocate those funds correctly when bookkeeping.

General Club Administration requires the Club Manager to track the following:

- Rental shop revenue and expenses
- Payroll administration
- Cheques written
- Accounts payable and receivable for the venue, rental shop and YSS program as well as other programs when appropriate.

Two Directors with signing authority provide oversight and sign the cheques. The Club Manager will ensure that financial records are organized and available to the Treasurer, the President, and any auditing individuals.

Cash Handling Procedures

All cash is deposited into the bank to create an auditable paper trail. Cash income is not used for expenses or petty cash. Refunds to members for incorrect memberships etc must be by cheque. The exception is an unhappy customer who returns and wants a refund for their ski rental immediately.

Cash income from rentals will be deposited into the safe at the end of each day until a bank deposit is completed. Almost all cash revenue has a paper trail in the form of rental forms, membership forms, and tracking notes from Directors who leave money with the Club Manager (to be deposited in account for their programs). Daypass sales at the rental shop are less formal and the club recognizes that there will always be some aspects of cash handling that requires honest handling by employees. These amounts are expected to be between \$20-\$100 per day.

The outside daypass drop box is cash-only. Only the President or Vice President empty and count the daypass drop box deposits, and submit the amount to the Club Manager. The Club Manager will confirm the amount before depositing into the bank.

CARIBOO
SKI-TOURING CLUB