

PRGC Division Financial Policies

All PRGC Divisions are created by the PRGC Board of Directors in accordance with Article 7 of the PRGC Bylaws. Divisions shall conduct events and competitions that are in the best interest of the Club as determined by the PRGC Board. Division Directors shall have the authority to conduct all Division business in accordance with the Bylaws and shall be answerable to the PRGC Board of Directors, and ultimately, the Club Members.

Records shall be kept monthly of all matches held by each Division. Records shall include at a minimum; the number of matches held and their type, the match director for each, number of shooters participating, and amount of monies collected. The Division Director shall be responsible for the accuracy and maintenance of the division records. The records shall be maintained by the division for one year.

All monies from each match shall be placed in an envelope with the sign-in sheet and put through the slot in the pistol division office after the match. The club bookkeeper will make the deposit into the correct sub-account and put the sign-in sheet or a copy back in the division slot in the office. The bookkeeper will also check the sign-in sheet against the monies received and report discrepancies to the BOD.

All Division bank accounts shall be held under the PRGC Federal Tax ID number and maintained at the same bank as all other Club accounts. Each account shall have three authorized signers, one of which shall be the PRGC Treasurer. Division funds shall be safeguarded to ensure their security and prevent any loss of funds. The division director and match directors shall take reasonable care to ensure the proper and ethical handling of all division funds under the guidelines provided by the Board of Directors.

A summary report shall be provided each month to the PRGC Treasurer indicating, number of matches held, number of shooters participating, total funds collected, total expenses paid out with appropriate accounting codes, amount of monthly deposit(s), and current account balance. The report format shall be in a consistent type and manner for all Divisions.

Records shall be kept of all expenses paid out, and reimbursements shall not be paid without a receipt for the expenditure or a written and signed explanation of expense and why a receipt was unavailable. No expense in excess of \$2500 shall be made without BOD approval.

Division funds shall be kept in the appropriate club sub-account up to a total of \$20,000. Monies over this amount shall be transferred to the club reserve account with an appropriate ledger entry.

Occasional assessments may be required to be paid by the divisions to the Club main account for significant repairs and improvements as determined by the PRGC BOD.

Reasonable expenses shall be paid out of the division operating funds on a timely basis. Examples of operating expenses are: NGB fees and licensing for the conduct of matches and affiliation with governing bodies, consumable commodities such as targets and target materials, maintenance materials such as paint, fasteners, etc., occasional minor repairs to the club facilities used by each division, equipment and devices necessary for the conduct of division matches; etc.

Election of Division Director

The time and date of the election shall be posted on the club website two weeks prior to the election. The vote must be by paper ballot. All voters must be confirmed as club members prior to being given a ballot.