

Club Financial Operating Policies and Procedures Original – 3/11/2026

1. The Club will have the following financial accounts:
 - 1.1 Operating Account which includes the Checking Account, Payroll Account, Membership Account and all Division Checking Accounts.
 - 1.1a All membership renewals and Public Range fees shall be deposited into the Operating Account.
 - 1.1b After the Board Meeting held on the month following the annual renewal month, the Treasurer will transfer funds from the Reserve Account into the Operating Account an amount such that the total of the Operating Account equals the total estimated Club expenses as set by the Board for the next calendar year. If the balance of the Operating Account is more than that amount, the excess will be transferred into the Reserve Account.
 - 1.2 Reserve Account.
 - 1.2a All revenue except as stated in 1.1a above shall be deposited in the Reserve Account.
 - 1.2b The Board shall establish a minimum balance for the Reserve Account equal to the estimated expenses for the next fcalendar year. All Reserve Account funds above that minimum balance may be used for any Board approved expenditures.
2. All bills, bank statements, financial records, and government communications must be sent to the Club at 915 W. Olney, Phoenix, AZ 85041.
3. All bills are to be paid timely and accurately. All financial records are to be maintained in a proper and accurate manner.
 - 3.1 The financial records shall be maintained and entered into the current Club accounting software, QuickBooks®, with a copy maintained at the Club office.
4. A monthly financial record of each of the Club's Divisions shall be maintained.
5. The Treasurer shall present a financial summary to the Board of Directors at each monthly Board meeting.
6. Any bank checking, saving accounts, etc. held by any of the Club Divisions will be held under the Club's Federal Tax ID number. Up to two (2) of the division's members and the Club treasurer will be maintained as signers on the accounts.
7. Except for payroll, payroll taxes, utility bills, and insurance premiums. No bills or expenses of more than \$5,000 are to be paid without the approval of the Board of Directors.
8. Expenses incurred in maintaining and operating the designated public shooting range and the common Club grounds and facilities will be paid from the Club operating account.

9. Utilities – Electrical service, trash pickups, phone, internet and sanitary facilities will be paid out of the Club’s operating account.
10. Costs for capital improvements and expansion of Club facilities and Division ranges and facilities will be paid out of the Club’s reserve account.
 - 10.1. Capital improvements are defined as the construction of permanent structures or buildings or major expansion of a division range with Board of Directors concurrence. Repairs, maintenance, tools, equipment, etc. are not considered capital improvement costs.
11. A review of contracts for trash pickup, portable toilet service, and other services shall be done annually to ensure that the best rates possible for the services needed are obtained .
12. Club funds may only be used on goods or services for the purpose of maintaining and improving the Club facilities and equipment. Club funds cannot be used for any personal business unrelated to the Club.
13. Unless approved by the Board, no Club Officer shall spend more than \$5,000.00 on any one item of goods or services for the Club.
14. Funds for Board approved projects, purchases and expenses should adhere to the limits and guidelines set forth in the Board approved motion(s).