

## **PRGC Division Operational and Financial Policies**

Revision 2, June 10, 2020

1. All PRGC Divisions are created by the PRGC Board of Directors (Board) 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 The PRGC Division Operational and Financial Polices and shall be answerable to the PRGC Board of Directors, and ultimately, the Club Members.
2. 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 and opened only by the Club Treasurer as approved by the Board. 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 divisions funds under the guidelines provided by the Board. Division funds shall be kept in the appropriate division account up to a total of \$15,000 for the Practical Division, \$5,000 for the Pistol and High-Power Divisions and \$2,000 for the Junior Divisions. If a Division Director believes that his/her division limit should be more, that Division Director shall prepare an accounting of that Division's normal or customary expenses for the previous 12 months and submit to the Board for consideration. The maximum amount allowed in the Division's account is equal to one year's annual normal and customary expenses. For purposes of this paragraph, normal and customary expenses are defined as, but not limited to: NGB fees, consumable commodities such as targets, target materials, maintenance materials such as paint, hardware, etc., minor repairs to the club facilities and equipment used by the division, equipment and devices necessary for the conduct of division matches. Monies over this amount shall be transferred monthly to the Club's Reserve Account with the appropriate ledger entry.
3. In order to comply with the recordkeeping requirements of the IRS, records shall be kept monthly of all matches held by each Division. Records shall include at a minimum, the date of each match, total number of members participating, the total number of non-members participating, the total amount of monies collected, and the total amount of monies collected from non-members. The Division Director shall be responsible for the accuracy of these records. These records shall be submitted to the Club's bookkeeper and maintained by the Club in accordance with the most current PRGC Document and Retention Policy. Each division (Practical, Pistol, High Power, & Junior) shall pay a fee of \$5.00 per paying Non-Member shooter that participates in a match held by that division, except for those matches that the division pays 10% of the gross. This fee should be determined by using the match sign-in sheets provided to the bookkeeper monthly and be transferred from that division's account to the Reserve Account as soon as practical after the end of the month but no later than the 15<sup>th</sup> of the following month.
4. 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, amount of deposits, and current account balance. A detailed report of revenue and expenses shall be provided monthly to the Club Treasurer using the account coding information provided by the Treasurer.
5. 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 the expense and why a receipt was unavailable. No expense in excess of \$2,500.00 shall be made without Board approval. Operating expenses shall be paid out of the Division operating funds on a timely basis. Examples of operating expenses are but are not limited to: NGB fees (licensing for the conduct of matches and affiliation with governing bodies), consumable commodities such as targets and target materials, maintenance materials such as paint, hardware, etc., repairs to the club facilities and equipment used by each division, equipment and devices necessary for the conduct of division matches, etc.

6. After each match, all monies collected along with the sign-in sheet(s) from that match shall be placed in an envelope and deposited through the slot in the Pistol Division office door. The Club bookkeeper will collect the envelopes and reconcile that match's monies with the sign-in sheet and make the deposit into the appropriate division's account and put a copy of the sign-in sheet and deposit slip in the Division's mailbox in the Club office. The bookkeeper will report any discrepancies to the President. The original sign-in sheets will be maintained in the Club's office in accordance with the most current PRGC Document and Retention Policy.
7. Awards and Prizes: For Club purposes, the definition of an award is an item(s) given to shooters of a competition who wins or places high and is determined by skill and scores. The following awards are allowed: Plaques, Trophies, Medals, Firearms, Cash or cash equivalent. Donated firearms are not allowed as awards.
8. For Club purposes, the definition of a prize is an item(s) given to shooters of an event by random drawing. Prizes may be donated by the general public or purchased by the Division. Firearms are acceptable as prizes if purchased by the Division or if donated by the general public.
9. The total cost of Awards and Prizes purchased by the Division for a match shall not exceed 50% of the match revenue less the hard costs for that match.
10. Match Fees: The Division Director is responsible for setting match fees for all matches. The match fee for non-members participating in the division's regularly scheduled weekly/monthly matches must be a minimum of \$5.00 more than a member pays for that match. The justification for this policy is members have paid for use, maintenance and overhead of the facilities thru their yearly dues. Non-members have invested nothing in the Club and should not be allowed to use the facilities without paying more than the members.
11. Fund Raiser Matches: Divisions may hold fund raiser matches by raising the match fee for that match by an amount as determined by the Division Director. The extra amount charged, and only the extra amount charged, would then be used for the purposes of the fund raiser. The payment of the extra amount by a competitor must be voluntary. The sign-in sheet must show the regular fee and the additional fee separately. The Division Director is responsible for maintaining the accounting for the additional fee.
12. Raffles: Divisions may hold raffles in order to raise funds for any specific purpose. The net proceeds (after deducting the costs of the item if purchased by the Division) from that raffle can be used for the stated purpose. Firearms may be raffled if donated to the Division or purchased by the Division.
13. Major Matches: A Major match is defined as a National, Regional, State, or other like match. All major matches must be approved by the Board. The Division Director, when submitting a major match for Board approval, shall provide the Board with the estimated financials for that match. The Division shall pay into the Club Reserve Account ten percent (10%) of the gross fees generated by a major match. A major match does not include regularly scheduled division matches.
14. The Board may approve variances and exceptions to this Policy as appropriate.
15. Election of Division Directors: The time and date of the election shall be posted on the Club website at least two (2) 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.