

# Border Terrier Club of the Redwoods, Inc.

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## Policy on the Use of Event Checking Accounts

The Border Terrier Club of the Redwoods has established "0 balance" accounts for regular club events. Event or Committee Chairs will be authorized by Board of Director resolution to write checks upon those accounts. However, primary fiscal responsibility falls to the club Treasurer.

Prior to any check being written, the Treasurer must be advised in writing of the amounts necessary and timing of those checks. Funds will be transferred to the account to cover expenses as necessary.

A ledger must be maintained by the individual writing checks that includes for each check

- Check number
- Payee
- Purpose of the check
- Check Amount

A receipt or invoice should be maintained for each check, and the check number written on the receipt or invoice.

Adopted: \_\_\_\_\_

Board Secretary or President