

## **STANDARD OPERATIONAL GUIDELINES**

### **RANCHO RIALTO ACTIVITIES CLUB**

As a result of recommendations from financial audit teams as well as the need for accountability as a Non-Profit Organization it is necessary to establish a list of Standard Operational Guidelines. These guidelines for day-to-day operation will ensure general accounting standards are followed to avoid jeopardizing the N.P.O. status of Rancho Rialto Activities Club (R.R.A.C.).

- All functions held in the Clubhouse or Satellite building are scheduled with prime consideration being the interests of park residents and must be open to all residents
- The R.A.C.C. Board will approve and schedule all events held in the Clubhouse or Satellite building
- The goal of any paid event is to be at least cost recovery, with the exception of the Welcome Back and End of Season parties
- All paid entertainers will have a signed contract and will be given a copy of the signed receipt
- A ledger of all non-perishable assets paid from the R.R.A.C. funds with serial numbers of equipment (if applicable) and the location of those assets will be maintained by the Treasurer
- Supporting original documents for all expenditures will be maintained for at least seven years
- Volunteers/Coordinators will be provided with procedures and necessary forms for their relevant event
- Numbered tickets for all paid events will be made by designated volunteers only
- Only designated ticket sellers will accept payment for paid events. A reporting outlining the number of tickets sold, monies received along with the unsold tickets for each event will be turned over Treasurer
- Approved forms are to be completed for all activities where there is an admission cost (entertainment/food events), where money is exchanged for services (Craft Sale Table fees, etc.) or where money is paid for food (coffee, donuts, cookies, ice cream, etc.)
- Original receipts containing only related expenses are to be included with approves form and given to treasurer
- R.R.A.C. debit cards may be used for approved event expenses or supplies; original receipt must be signed by purchaser and given to Treasurer
- Non-Standard operating expenditures over \$500\* must be approved at a general meeting
- Original receipts must be provided for all expenses before reimbursement will be made
- An annual audit of financial records of the outgoing Treasurer will be performed

\* Amount raised from \$300 to \$500 per a motion brought forward, voted, and then approved at a General Meeting on 2/20/23