TOWN OF SUSSEX POLICY

Subject		Number
RECREATION DEPARTMENT FINANCIAL ACCOUNTABILITY		RD-4
Date JANUARY 20, 2009	*Approved by* COUNCIL [X] OTHER(S) [ ]	*Date* AUGUST 16, 1993
Signature	*Date of Revision* JANUARY 19, 2009	PAGE 1/3

The following procedure shall be adhered to by the Recreation Department.

1. The Recreation Department shall issue a computer generated receipt for all monies collected.

2. Rentals for all facilities shall be invoiced to the customer, with a copy of the original invoice filed at the Sports Center and with the Town Clerk/Treasurer.

3. The Recreation Department shall turn in all cash receipts which are collected to the Town Office, daily, during regular business hours.

4. The Recreation Department shall make bank night deposits of all cash that is collected after business hours of the Town Office.

5. The Recreation Department shall maintain any computer generated receipts file and submit aforementioned file with the treasurer in the succeeding January of each budget year.

6. All paid invoices are to be kept on file until disposed as per the Retention and Disposal Policy.

7. A. <u>General</u>

   The commencement date of all programs shall be made known to all applicants at the time of registration.

   Applicants are to be notified at the time of registration, that refunds will only be given in accordance with Policy RD-19 Refund Policy.

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B. Program Registration

All receipts must be numbered.

Upon completion of registration, the Recreation Department shall prepare a report summarizing all payments received during the business day.

Numbered receipts are to be issued for any and all monies received.

All monies collected, along with a summary report, are to be taken to Town Office by the Community Services Director or Community Services Officer, daily, Monday through Friday or to be deposited in bank night deposit on weekends and holidays.

At no time is any money to be left in any recreation facility overnight, except that which is permitted in accordance with the Town of Sussex Petty Cash Policy, Policy C-3.

No post dated cheques will be accepted.

D. Public Swim

Each person paying for public swimming must be issued a numbered ticket.

Public swimming deposit sheets including first and last numbered ticket sold, total number sold and total revenue collected, must be completed and monies are to be balanced at the end of each public swim.

The supervising guard is responsible for the deposit of money and deposit sheets in the Town's bank's night depository on a daily basis.

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NOTE:

1. No money is to remain at the pool overnight.

2. All deposit books are to be turned in at Town Office at the end of the pool season.

3. All refunds are to be paid by cheque, issued by the Town Treasurer, after a memo authorizing the refund is received from the Community Services Director including a copy of the original receipt in accordance with policy RD-19.

4. No money is to remain at any recreational facility except that which is permitted in accordance with the Town of Sussex Petty Cash Policy, Policy C-3.

5. No deviation from this policy will be accepted.