



## San Antonio RoadRunners

PO Box 12474

San Antonio, TX 78212

SARR Policy 21-03  
(Supersedes SARR Policy 18-01)

October 14, 2021

### **Cash Handling Policy**

1. The Board of Directors for the San Antonio RoadRunners has voted and approved this policy letter. This policy is effective immediately and can only be changed or rescinded by a majority vote of the Board of Directors.
2. This policy establishes the method in which cash received or distributed is handled by SARR.
3. No cash, checks, money orders, or credit/debit cards will be accepted on race day or at packet pickup for races and training. All registrations will be online only.
4. The President and Treasurer shall have check-signing privileges.
5. Access to online banking should be granted to the Finance Committee chairman (inquiry only).
6. Occasionally there is a request to pay by personal check for SARR Membership. On rare occasions a check is returned for non-sufficient funds. The writers of checks returned for insufficient funds will be sent an "Insufficient Funds" letter, as kept on file with the Treasurer, by the Treasurer. This letter will request reimbursement of the service fee. Any charges incurred by SARR because of insufficient funds shall be charged to the check writer. SARR reserves the right to refuse subsequent checks from the check writer and require cash or money orders for repayment. Checks and/or cash will not be accepted for registration for races and/or training. Registration for training and racing is online only.
7. No blank checks will be issued.
8. Checks may be drafted to a business in advance with proof of total cost.
9. Checks will be issued to an individual after the Treasurer receives a completed SARR Reimbursement Receipt form accompanied by receipts in .pdf format or hard copy mailed to the Treasurer and/or an approved budget.

10. All Bank accounts will be reconciled on a monthly basis according to the SARR Reconciliation Policy.



KEITH CLICK  
President  
San Antonio RoadRunners