

SECTION F: ACCOUNTING OPERATIONS

POLICY NUMBER: 1

POLICY NAME: Daily/Weekly/Monthly Accounting

APPROVAL DATE:

REVISION DATE:

1. Accounting is an integral part of the responsibility of the AGCC Golf to its clients, and therefore imperative that the course level management team handles their fiduciary responsibilities in accordance with the policies set forth in this section of the Policy and Procedures manual.
2. To reduce risks, deposits should be made daily when possible and at random times.
- 1.03 All staff are required to drop their cash-outs at the completion of every shift. The on-site safe will be used to safeguard the money until a deposit is made.

Procedures - Daily Accounting

It is the core responsibility of the management staff to ensure that all monies collected are taken to the bank on a daily basis, including weekends. In addition to the deposit, the following tasks should be completed on a daily basis:

- a. Point of Sale Daily Close (if applicable)
- b. Tee Sheet Reconciliation
- c. Void/Return Review

Only assign key management staff to handle deposits taken to the bank.

Procedures - Weekly Accounting

Process accounts payable once per week. All invoices need to be approved by department heads and/or the GM.

Invoices must be paid in a timely manner in order not to incur late charges.

Procedures - Monthly Accounting

The GM or his/her designate is responsible for the preparation of income and balance sheet statements for use by the Board of Directors at their monthly meetings.

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POLICY NUMBER: 2

POLICY NAME: Payroll and Time Keeping

APPROVAL DATE:

REVISION DATE:

2.01 **Alberta Employment Standards Code** will be followed for payroll and time keeping.

Procedure

The GM or his/her designate is responsible for the maintenance and accuracy of the time keeping records. Any management staff that is directly involved with hourly employees must be aware of all provincial and federal wage laws. The following are a few examples of important payroll related topics:

1. Current provincial minimum wage rate
2. Allocated break periods
3. Overtime
4. Statutory holidays

Payroll is processed semi-monthly (the 15th and the last day of the month).