

DELRAN ATHLETIC ASSOCIATION

CASH DISBURSEMENTS POLICY

Requirements for all cash disbursements made by the Delran Athletic Association

The President of the Delran Athletic Association is responsible for maintaining and granting authority to all league commissioners to approve check requests. Refer to the list of D.A.A. Board members / Commissioners and their respective levels of authority, maintained separately. All check requests approved by each league commissioner must request payment by the policy below.

By laws [article 7, section1] state that Treasurer can make disbursements “only with the Approval of the President”. The President should be a signer on each check request except when there would be a conflict. In that case, the Vice President can sign the check request.

CASH DISBURSEMENT POLICY

A check request may only be submitted by a league commissioner or Board Member to request a disbursement of all DAA funds.

Valid reasons for a check:

1. Invoice – Supplier sends invoice approved by use of procurement policy
2. Cash Advance – A member of DAA Board or league commissioner requests an advance of cash to pay for expenses. An accounting of the expenses including receipts should be returned to the treasurer within two weeks of the end of the activity along with any unused funds. Cash Advances are limited to \$100 or less with the Treasurers approval.
3. Reimbursement - A member of DAA Board or league commissioner pays for the expense with their own money and then makes a request for reimbursement. Requests for reimbursements must include receipts. Requests for reimbursements should be made within a reasonable time of the end of the activity.

REQUIREMENTS FOR A CHECK REQUEST

1. Attach any invoices or receipts to the Check Request and send them to the Treasurer. In the event that receipts aren't available, or were misplaced, a written explanation of the vendor and nature of the expense must be provided with the check request.
2. Each Check request must be requested by the league commissioner then approved by the DAA President or Vice-President in order for the Treasurer to process the check for payment.

CHECK ISSUANCE PROCEDURE

- A. All checks over \$1,000 require two signatures.
- B. The President and Treasurer will be the only signers on the account.