

**Silverdale Senior Center (SSC)
Policies and Procedures Manual**

Category: Finances	Subject: Collection and Deposit of Funds
Board Approval: 2-2-24 Announced to Members: 2-23-24	Revision History: Revised:
Bylaws Reference: 4.02E_7-18-24 ver.	Responsible Party: Treasurer

POLICY: Treasurer or designee will collect all SSC funds.

PROCEDURES:

1. Any funds collected by members by any means, for the benefit of SSC, must be submitted to the Treasurer or designee within 15 days.
2. Treasurer will deposit such funds, in person, into an SSC bank account within 15 days of receipt from member and designate the income category for these funds.
3. Treasurer shall keep a written, itemized monthly record of these deposits.
4. Treasurer will report total monthly deposits at the next membership meeting.