

February 23, 2007

ALL RANGE OFFICERS PLEASE NOTE

A new audit process has been put in place to assure the following:

- a. That all funds collected at Rose-Iris Range are accurately accounted for and deposited to the TCSA Treasurer.
- b. That individuals charged with collecting, counting, and transferring these funds are accountable and can prove all funds collected are deposited.

Range Officers are ESSENTIAL to this process. The process will not work if Range Officers do not enter amounts in the columns of the Sign-In Sheet and enter the totals on the deposit envelope and sign the envelope.

Be sure you sign your name at the top of the form. You will not get credit for a RO duty day if you do not.

RANGE FEES: When an visiting individual pays range fees, (\$5.00) enter the amount in the "Range Fees Paid Column."

NEW MEMBER APPLICATION: When an individual purchases a new membership, whether Adult or Spousal, enter the amount collected for that membership in the "New Applic Amt." column. (ie, \$30.00 or \$45.00)

MEMBER RENEWAL: When a present member or individual who has previously been a member wishes to renew his/her membership, enter the amount collected for that membership in the "Membr Renew Amt." column.

MISCELLANEOUS INCOME FROM TARGETS, EAR PLUGS, ETC. Only needs to be identified on the "Miscellaneous Income" line on the Deposit Envelope.

AT THE END OF THE DAY: Total the amount collected for Range Fees and enter that amount in the Range Fees \$ blank on the first page of the daily Sign-In Sheets. Likewise, total the amounts collected for New Applications and enter that amount at the bottom of the first page, and then likewise the total of the Member Renewals.

DEPOSIT ENVELOPE: Be sure the Deposit Envelope is dated, Enter the column totals of Range Fees, New Applications, Member Renewals, and now the Miscellaneous Income. Total and Sign the Envelope.

PLACE SIGN-IN SHEETS AND MONEY IN ENVELOPE; ENVELOPE IN VAULT.

