

TOURNAMENT FINANCIAL GUIDELINES

1. The proposed budget is sent to the Treasurer for the Annual Spring Executive Meeting for approval prior to the tournament.
2. Tournament entry fee are collected online through Pay Pal. Treasurer and Website Administrator work together to administer this form of payment. If cheques are collected they are made out to the Calgary Ladies Golf Association and are sent to the treasurer for deposit
3. An advance for tournament expenses may be requested from the CLGA treasurer.
4. Invoices for services (e.g. golf course meals and prizes, trophies, engraving) are to be made out to the Calgary Ladies Golf Association and mailed to the Tournament Chair for review. Once invoices are determined to be accurate they are forwarded to the Treasurer for payment.
5. If services cannot be invoiced for payment by the Treasurer (e.g. office supplies, gifts), the Tournament Chair or committee member can pay the amount and submit an Expense Sheet with receipts for reimbursement.
6. When all bills are received, an actual financial report is prepared by the Treasurer to be placed in the records.