



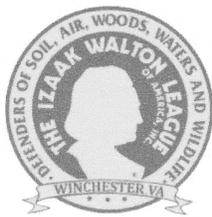
Winchester Izaak Walton League

2863 Millwood Pike
Winchester, VA 22602

SHOTGUN RANGE CASH HANDLING POLICY

The following procedure for handling cash receipts for clays on the shotgun range has been developed by the Treasurer and approved by the Finance Committee to minimize the risks associated with handling cash.

1. All cash receipts will be kept in the combination lock box.
 - a. The lock box will be stored between shoots in the shotgun shed, which will be kept locked when not in use.
 - b. The Range Committee Chair will be responsible for issuing shotgun shed keys and the combination to the lock box to certified WIWL Shotgun Range RSOs.
 - c. Any time an RSO discontinues serving in that capacity on the shotgun range, he/she must turn in the shotgun shed key to the Range Committee Chair, who will coordinate with the Treasurer on changing the lock box combination.
2. At the start of the day's shoot, the RSO on duty will retrieve the lock box from the shotgun shed, complete the top of a Daily Register sheet, and count and record the petty cash found.
3. Each shooter will record their name (in block capitals), the rounds shot, and the cash given to the RSO on duty on the Shotgun Range Daily Register.
4. On completion of each day's shoot, the RSO on duty will tally up the cash received as specified in the Daily Register and verify the cash count.
5. The RSO will place the duly completed Daily Register and corresponding cash in the Treasury Drop Box envelope provided, and ensure the petty cash to be retained is in the lock box.
6. The RSO will lock the lock box and place it in the shotgun shed, locking the shed door.
7. Before leaving the Park, the RSO will deposit the envelope with the Daily Register and cash in the Treasury Drop Box in the Chapter House. The Treasurer will e-mail confirmation of receipt to the RSO.
8. Any difficulties should be immediately advised to the Range Committee Chair and the Treasurer for assistance in resolving.



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SHOTGUN RANGE DAILY REGISTER

Date: _____ Range Safety Officer (RSO): _____

Cash on hand at range open (if any): \$ _____

Shooter's Name (Block Capitals, please) (OR Member ID#)	Number Rounds of 25 Shots	Total Paid @ \$3.00/Round
1) _____	_____	\$ _____
2) _____	_____	\$ _____
3) _____	_____	\$ _____
4) _____	_____	\$ _____
5) _____	_____	\$ _____
6) _____	_____	\$ _____
7) _____	_____	\$ _____
8) _____	_____	\$ _____
9) _____	_____	\$ _____
10) _____	_____	\$ _____
11) _____	_____	\$ _____
12) _____	_____	\$ _____

Total Number Rounds Shot Today: _____ x \$3.00 ea. = \$ _____

Plus cash at start of shoot: \$ _____

Equals cash on hand at end of shoot: \$ _____

Less cash retained at range \$ _____

Equals cash to Treasury Drop Box (with this form): \$ _____

RSO Initials: _____ Place this Register and cash in an envelope in the Treasury Drop Box

Treasurer Initials: _____ Confirmation of receipt sent to RSO on: _____



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BOARD RESOLUTION

Subject:	Security Cameras			
Dated:	6/25/2017	# Aye: 9	# Nay: 0	Approved (Y/N): Y
Resolution:	<p>Whereas: The Chapter House is kept unlocked to enable member access – to protect the facility against vandalism and uninvited overnight guests, a pilot security system was installed with two out of the four available cameras operating.</p> <p>The intent of this system is to enable review of activity in response to a specific incident where the date and time are reasonably known.</p> <p>Member privacy concerns require that the system NOT be used to scroll through video of member activity on a fishing expedition or out of curiosity rather than in response to a specific incident.</p>			
	<p>Now Therefore: Full operation of the security camera system is hereby authorized, including installation of a third camera in the Chapter House and a fourth that will cover the parking lot. The cameras and video storage equipment are owned assets of the chapter.</p> <p>Given member privacy concerns, access to this system will be restricted to those who already have access to and are responsible for safeguarding member information – the Membership Director and the Treasurer.</p> <p>Requests for review of the footage can be made to the President in writing. The request must include a valid reason and a specific time to review. The request may be fulfilled without actual viewing by the requestor of the video footage.</p>			

Vote

Member	M/S	Aye	Nay	Abstain	Absent	E-Mail	Phone
Dan Arico		X					
Chris Barltrop	M	X					
Brian Callahan				X			
Duane Kramer		X					
Wade Manuel		X					
Mike Mercer	S	X					

Member	M/S	Aye	Nay	Abstain	Absent	E-Mail	Phone
David Prater		X					
Jim Sherry		X					
Al Stitt					X		
Paul Strawderman					X		
Jack Weeks		X					
Harold Whitacre		X					

Material Discussion

The security system was donated, so is at no cost to the Chapter.

