

Gatineau Gliding Club (GGC)



Financial Operations Manual

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1. OVERVIEW

This document has been generated to describe the Financial Operations employed at GGC to manage finances throughout the operation. This document should be reviewed by all club members.

The objectives of this manual are:

- Encourage a vibrant “Safety Culture” at GGC
- Identify and implement recurring training programs to facilitate greater awareness and understanding of club facility operations and encourage the institutionalisation of a club safety culture

This Financial Operations Manual forms part of the overall GGC Operational Procedures as shown below and can be found on the GGC members website.

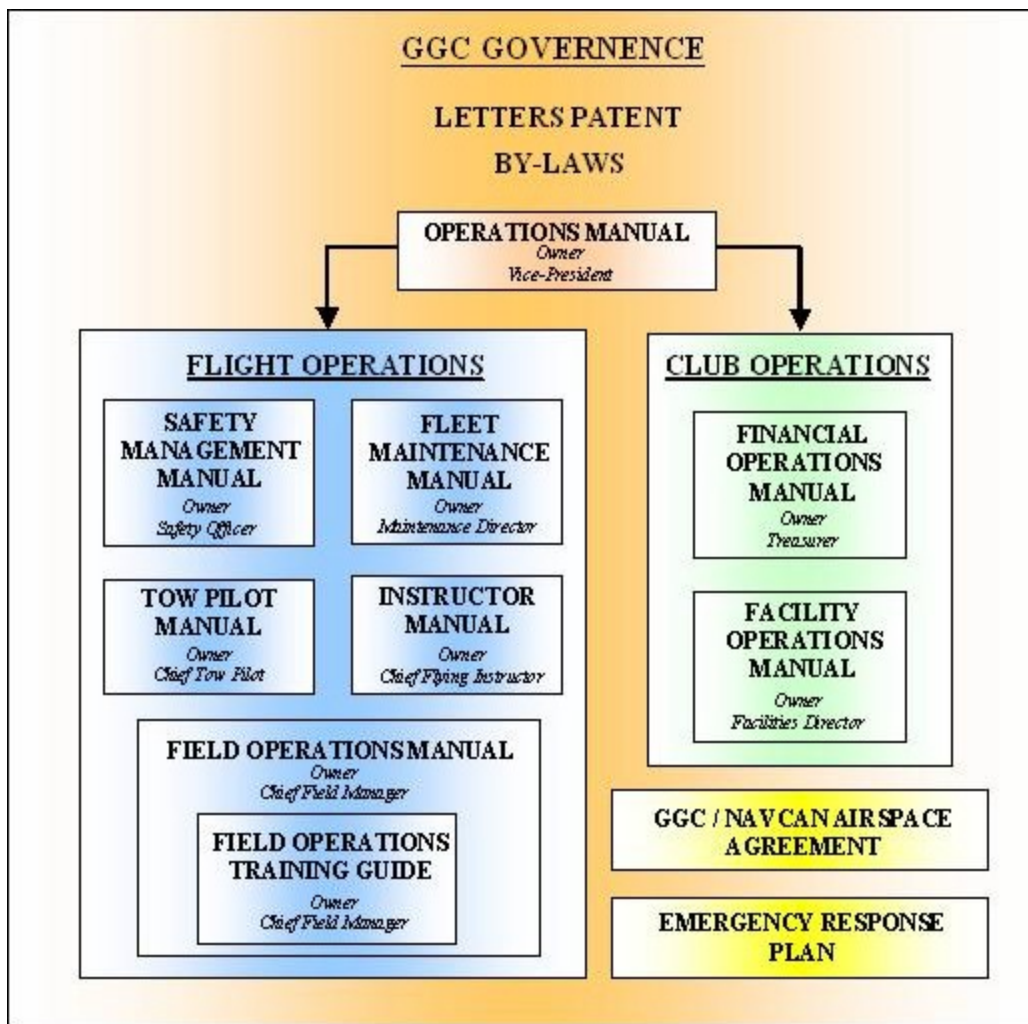


Figure 1 – GGC Operational Procedures

2. APPLICABLE STANDARDS, REFERENCES & DEFINITIONS

2.1 Standards & References

2.2 Definitions

3. DUTIES & RESPONSIBILITIES

3.1 Treasurer & Billing Officer Appointment & Reporting

3.2 Treasurer Duties

3.3 Billing Officer Duties

4. THE FINANCIAL PLANNING & BILLING PROCESS

The process used by GGC is shown graphically below in Figure 1.

5. FEE AND BUDGET PLANNING

6. BILLING

7. FLEET PLANNING