DTGCA Accounting Policy

Purpose

To establish consistent procedures for recording, reporting, and safeguarding DTGCA's funds, cash receipts, and disbursements. This policy ensures transparency, accountability, and compliance with nonprofit financial standards.

Accounting

A qualified bookkeeper or accountant shall be employed or contracted to handle the accounting. A software such as QuickBooks should be used for efficiency.

Basis of Accounting

- DTGCA records transactions on a modified cash basis and reports the transactions on DTGCA's Form 990 tax return: revenues are recognized when money is received, and expenses are recognized when paid. Prepaid tables will be recorded to the profit and loss when the event takes place.
- No accruals for receivables or payables. Tables that are paid in advance are recorded as a liability in the accounting records and reclassified to the gun show table income when the event takes place.

Bank Account

- There is only one Bank Account for writing checks and making gun show deposits which is US Bank.
- There is only one Savings Account which is with US Bank.
- There will not be any checking accounts held by show managers.
- Any other bank accounts need to be closed, and funds are to be deposited into the main bank account. Bookkeeper/accountant will need copies of all bank statements and copies of all transactions within the bank account such as checks and deposits for DTGCA's accounting records.
- All bank accounts need to be included in the financial statements as required by generally accepted accounting principles and required by the Internal Revenue Service.

Check Signing

- The President and Vice President are authorized to sign checks.
- Only one signature is required due to geographical distance.
- All checks require receipts with the invoice with the expense category and gun show name and promptly given to the bookkeeper/ accountant.

Cash Receipts

- All receipts (admissions, donations, sponsorships, memberships, tables, etc.) must be deposited intact into DTGCA's bank account within three business days after the gun show or upon receipt of the funds.
    - Please write a memo on the deposit slip noting which gun shows it belongs to.
    - If a deposit is made for memberships or other items not at a show write a memo on the deposit slip what the deposit was for classification purposes.
- Credit Card payments or other electronic payments are treated as cash receipts and recorded when funds settle into the bank account.
- Funds received for Advance Tables need to give a receipt to the vendor from a prenumbered receipt book. Date, Name of Vendor, Address, phone number, Amount and Show. The copy of the receipt needs to be legible.

Cash collected at gun shows must be:
- _minimum of_ → Counted by two individuals (segregation of duties). One individual should be a board member. If there are circumstances where a board member is not present another individual is required to count funds.
- Cash count is then documented on a cash count sheet and signed by both counters.
- Cash count sheet needs to be accompanied by supporting documentation (ticket stubs, tables sold, advance tables etc.).

Cash Disbursements

- Cash disbursements are not permitted unless pre-approved by the President or Vice President.
    - If cash disbursement is permitted by the President or Vice President there needs to be a receipt that is written from a prenumbered receipt book supplied by DTGCA and the copy of the receipt needs to be legible ; include the date, amount, name of recipient, address, telephone number of the recipient and purpose of the payment and signature of the recipient.
    - Any cash payment to a vendor, independent contractor needs a W9.
- Gun show expenses such as venue rental, supplies, etc. are to be paid directly from the DTGCA's bank account.
- Reimbursements will be made from DTGCA's bank account and will only be reimbursed if there is a receipt, documentation of mileage and is approved by the President or Vice President. There will be no reimbursement if there are no receipts or documentation.

All disbursements require:

- Invoice and/or receipt from whom it paid.
- Purpose of the payment
- Approval by the President or Vice President.

Payments made to show staff or prizes awarded need the following.

- W-9 needs to be properly completed by the recipient of the funds with their Name, Address and Social Security Number (SSN) or Employer Identification Number (EIN).
- There is a penalty imposed by the IRS of $60 to $330 per form for not giving a person a 1099.
- If there is no W-9 or the person refuses to fill out the W-9 the funds will not be paid.

Employees

- If DTGCA hires an employee which is someone that is regularly paid, is under the direction of the board as to how, when or where they work, payroll is required and subject to payroll taxes as per Department of Labor and the Internal Revenue Service regulations. An independent contractor works on a project basis and are not guaranteed ongoing work.
  - Paying an individual that is an employee as an independent contractor holds the organization at risk for penalties and interest. The IRS is not lenient on failure to file payroll or pay payroll taxes.
- A W-4, SS-4 and I-9 need to be completed by the employee and promptly provided to the bookkeeper/accountant for payroll.

Internal Controls

- Segregation of duties: no single individual handles money collection, recording, and making deposits. The person depositing the money collected at the gun shows should not be the one counting the money that is collected.
- Cash boxes need to be secure during gun shows.
- Pre-numbered tickets or receipts need to be issued for admissions.
- Bookkeeper/Accountant will reconcile deposits made to the bank account to cash count sheets and detail of the show.
- Board will review financial statements on a quarterly basis.

Compliance

- Policy aligns with IRS requirements for nonprofit reporting.

Show Cash Tally, Admissions, Tables, Memberships, Merchandise

Show: _____ Date: _____

Cash Box Start ($):		Cash Box End ($):		Difference ($)	

Cash Tally

Denomination	Qty	Amount ($)
$100 Bills		
$50 Bills		
$20 Bills		
$10 Bills		
$5 Bills		
$2 Bills		
$1 Bills		
Half-Dollars		
Quarters		
Dimes		
Nickels		
Pennies		

Cash Subtotal ($):	
Checks Total ($):	
Grand Total – All Funds ($):	
Notes	

Signatures

Signature 1:	Date:
Signature 2:	Date:

Verification: Count cash + checks= Amount to be Deposited. The funds have been counted and are true and correct.

Show: _____ Date: _____

Admissions – Tickets

Beginning Ticket #		Ending Ticket #		Tickets Issued (calc)	

		Admission Count	Total Amount ($)
Admission Price per Ticket ($)	$10		
Notes			

Tables – Proceeds & Advance Sales

		Number Tables Sold	Total Dollars
Show Tables Sold			
Table Price (6-foot)	$40 Member		
Table Price (6-foot)	$65 Non-Member		
Table Price (8-Foot)	$45 Member		
Table Price (8-Foot)	$70 Non-Member		
Phantom Table Price	$100		
Total Number of Tables		**Total Proceeds All Tables ($)**	
Advance Tables Sold			
Table Price (6-Foot)	$40 Member		
Table Price (6-Foot)	$65 Non-Member		
Table Price (8-Foot)	$45 Member		
Table Price (8-Foot)	$70 Non-Member		
Phantom Table Price	$100		
Tables Sold in Advance (count)		**Advance Funds Received ($)**	
Notes			

Show: _____ Date: _____

Membership Proceeds Received

Membership Type	Price ($)	Count	Total ($)
Regular Member	$25		
Lifetime Member	$250		
Notes			

Merchandise Sales

Item	Price ($)	Quantity	Total ($)
Hats			
Decals			
T-Shirts			
Notes			

Signatures

Signature 1:	Date:
Signature 2:	Date:

Verification: Count cash + checks, reconcile with ticket totals, table proceeds, membership proceeds, and merchandise sales. Document any discrepancies in Notes.

Reimbursement Request

Name:_____Date Submitted:_____

Approved by:_____Date Approved:_____

Mileage Log   Reimbursement Rate: Applicable Federal Mileage Rate

Date	Destination/Purpose	Odometer Start	Odometer End	Miles Driven

Total Miles: _____ x _____ = _____

Other Expenses Request to be Reimbursed

Date	Description/Purpose	Expense Type	Amount	Receipt Attached
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N