

TOWN OF MULGRAVE POLICY AND PROCEDURES MANUAL

SECTION B: Finance and Administration

B-22 Proceeds of Fees Collected at Town Swimming Pool

Category:	Finance and Administration
Policy Number:	B-22
Effective Date:	October 2, 2012
Approval by Council:	October 2, 2012
Supersedes:	N/A
Amended:	N/A

Title:

1. This Policy is entitled the “*Proceeds of Fees Collected at Town Swimming Pool*”.

Interpretation

2. The purpose of this policy is to establish method by which the Town of Mulgrave will collect swimming pool fees on site at the Town Swimming Pool, to outline how those funds will be recorded and remitted to Town Office, and to reduce exposure to thefts.

Policy

3. Only the following types of passes will be available for sale at the pool: Individual Swim; Day Pass; Family Swim. All other passes as well as fees for swimming lessons must be purchased at Town Hall.
4. A cash float of \$50.00 will be maintained at the Swimming Pool to make change for persons paying fees on site.
5. Before 4 PM each weekday afternoon and on Monday morning the Pool Fees will be totaled and the funds will be remitted to Town Hall by the senior staff at the pool (usually the Pool Director).
6. The Senior Pool Staff Member on any particular day is responsible for the cash. Any loss suffered by the Town as a result of this policy not being adhered to will be the responsibility of the Senior Pool Staff Member.

Certification for Town of Mulgrave Policy & Procedures Manual:

Date of notice to Council Members of Intent to Consider: October 2, 2012

Date of Passage of Current Policy: October 2, 2012

I certify that this *Proceeds of Fees Collected at Town Swimming Pool Policy* was adopted by Council as indicated above.

Municipal Clerk

Date