

GEAUGA COUNTY AGRICULTURAL SOCIETY

MAIL, RECEIPTS AND CASH POLICY

It is the practice of the Geauga County Agricultural Society to make every effort to maintain the maximum security of all resources with a limited number of staff members. To that end, the incoming mail will be gathered, opened, inspected and dispersed by the Secretary's office. Another office staff person in the Secretary's office will deposit incoming fund related to that operation such as membership fees and entry fees. The funds pertinent to the Treasurer's accounts will be deposited by the Treasurer or her designee.

Incoming invoices will be reviewed and approved by the Fair Secretary before forwarding to the Treasurer for payment.