

Subject: Golf Tee Sheet Reconciliation

A-8001

A. Policy. It is the policy of the club that a daily reconciliation of golf revenues by category be made by comparing the completed tee sheet to daily revenues.

B. Discussion

1. The tee sheet maintained by golf shop staff is the key control document for golf revenues and must be maintained accurately and legibly by the golf shop staff.
2. A daily tee sheet reconciliation is made by the Accounting Office to verify and prove all golf revenues.

C. Procedures

1. Tee Times

- a. Member tee times are accepted in accordance with the provisions set forth in their membership class and spelled out in [Advance Tee Times].
- b. Reciprocal tee times are accepted in accordance with individual [Reciprocal Agreements].

2. Member Account Number. In all cases, the member or reciprocal member's account number must be noted on the tee sheet. This number must be taken when the tee time is made.

3. Guests. Guest names for all players in a group must also be noted on the tee sheet. This information must be obtained prior to the group's teeing off.

4. Proper Documentation. The golf shop staff must obtain the following documentation from all members and reciprocal members:

- a. Member name.
- b. Member account number.
- c. Membership class or reciprocal.
- d. Guest name(s).

5. Golf Shop Notations. The golf shop staff must note any of the following on the tee sheet for each group:

- a. Walkers.
- b. 9 or 18 holes.
- c. No shows

d. Categories of play:

- (1) Men Golf Member.
- (2) Women Golf Member.
- (3) Accompanied Guest.
- (4) Unaccompanied Guest.
- (5) Junior.
- (6) Reciprocal.
- (7) Outings (Monday or mini, based upon outing fee).
- (8) PGA/Employee/Other (note which).
- (9) Other desired categories.

6. End-of-Day Process

- a. Rounds will be totaled by the categories of play and entered on the Daily Report of Golf Rounds, CRI Form 220:
- b. The completed Daily Report of Golf Rounds will be submitted to the Accounting Department with the daily reports package.

D. Responsibilities

1. It is the responsibility of the Head Golf Professional to ensure:
 - a. that all information is captured and accurately recorded on the tee sheet and the Daily Report of Golf Rounds,
 - b. that the revenue computed from the tee sheet be reconciled to the daily sales report, and
 - c. that any variances in closing revenues are reconciled as part of closing the day's business.
2. It is the responsibility of the Controller to ensure that the Accounting Office compares the results to the end-of-day sales reports generated by the POS system. Variances will be investigated and resolved.