



## Policy

**Topic:** Advertising Revenue Collection

**Date Approved by Board:** Monday, January 22, 2013

**Purpose:** to ensure timely collection of advertising revenues

The Advertising Manager, in collaboration with the SCAN Editor, will keep track of advertising, including ad start and end dates, payments owed and payments made. The Treasurer, in collaboration with the Advertising Manager, will ensure that payments are received and deposited. These three roles serve as a system of checks and balances, to ensure that advertising revenue is collected and deposited in a timely manner. Issues with revenue collection, tracking and reporting that cannot be resolved amongst these three roles must be escalated to the President and at least one of the Vice Presidents for resolution.

**Definitions:**

SCAN – Sabin Community Association Newsletter