

Auditing is easy here. Mrs. Frances Bonstin of the city auditor's office records accumulated totals for the eight charge categories, multiplies them by pre-set prices and the audit is complete.

The machines are NCR pre-set amount registers. The newer units replace conventional machines previously used.

Handles Fees, Passes, Rentals

The Alameda Municipal course takes in approximately \$25,000 a month. This includes three types of green fees, three different types of monthly passes, and the locker rentals and reservation fees.

In the past, these eight different items had to be balanced each day. The number of customers playing on monthly passes (three different types: \$9 for weekdays only, \$11 for anytime and \$6 for Juniors) had to be separated along with locker rental totals and reservation totals.

"If the clerk accidentally indexed the wrong green fee or pass, we'd have to spend hours locating the error on the paper tape," says McMurry. "Then too, we'd have to clarify the errors when the monthly audit was made. Now we're avoiding all that detail work."

With the new pre-set register, the amounts for these eight different items are pre-set into the machine. Thus, when a daily green fee ticket (\$1.75) is purchased, the clerk hits that button. The sale is simultaneously added to the cumulative daily green fee total.

Quick Daily Control

"We not only eliminated the possibility of indexing the wrong amount," explains McMurry, "but, at the end of the day, we merely subtract the eight item totals for yesterday from the new day's accumulated totals and we have our daily revenue control."

At the end of the month an accountant from the city auditor's office records the accumulated totals for the eight categories, multiplies them by the pre-set price and the audit is complete. The accountant then sets back the item totals to zero and foolproof accounting is under way for the next 30 days.



The pre-set register also allows for "free" key indexing of amounts, if necessary. For example: Since locker rental and reservations are 25 cents each, a customer might ask for four reservations. Since the total is one dollar, the clerk does not index the pre-set one dollar amount because it will total as a green fee purchased after 3 p.m. Instead, he will index reservations four times, and then index the amount of one dollar.

"By using pre-set amounts, we are able to maintain effective management control while simplifying the job for our clerks," says McMurry. "At the same time, since we are taking city money, we have as near foolproof a system as is possible."

Musser Talk in Type

A talk prepared by H. B. Musser for the recent Mid-Atlantic turf conference has been set in type and is available at a cost of 75 cents from the National Golf Foundation and Pennsylvania State U., State College, Pa. It covers course specification work done by Musser for the American Society of Golf Architects.