

CALIFORNIA ASSOCIATION OF HEALTH UNDERWRITERS
POLICY & PROCEDURES

POLICY TITLE: General Bookkeeping

CLASSIFICATION: Finance/Executive

POLICY NUMBER: 1001

DEPARTMENT COORDINATOR: VP of Finance

MOTION:

SECONDED:

DATE APPROVED: 10/20/2015

APPROVED BY: Board of Directors

REVIEW DATE: 2017

PURPOSE: To maintain non-profit and business bookkeeping practices in compliance with IRS and California Corporations code.

POLICIES:

- 1) CAHU shall use the "accrual" method of Accounting. Annual Tax filing is filed using cash basis.
- 2) Assets will be expensed rather than depreciated whenever possible.
- 3) The Board shall approve the selection of or change of outside audit firms.
- 4) The selection of or change in banks requires the approval of the CAHU Board
- 5) The signature or written approval of one CAHU officer is required on all checks that exceed \$1,000. Board approval is required for all requests not contained in the current fiscal year budget.
- 6) Bank statements shall be reconciled each month. Stop payments shall be placed on any checks that remain outstanding after 60 days or at Board discretion.
- 7) CAHU's Board members are entitled to review CAHU's books after giving the Vice President of Finance and the Executive Director by providing a request with 5 working days.

PROCEDURE(S):

FINANCIAL IMPACT: