

CALIFORNIA ASSOCIATION OF HEALTH UNDERWRITERS
POLICY & PROCEDURES

POLICY TITLE: General Bookkeeping

CLASSIFICATION: Finance/Executive

POLICY NUMBER: 1001

DEPARTMENT COORDINATOR: VP of Finance

MOTION: Maggie Stedt

SECONDED: Norman Sheehan

DATE APPROVED: October 20, 2015, May 9, 2022

APPROVED BY: Board of Directors

REVIEW DATE: 2024

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 (*authorized signer*) 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 by Vice President of Finance or designated by the Board. 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.

PROCEDURE(S):

FINANCIAL IMPACT: