

Golden Gate Association of Health Underwriters

POLICIES AND PROCEDURES

The Board of Directors of the Golden Gate Association of Health Underwriters (GGAHU) has adopted, and from time to time amended, the following policies and procedures. These policies and procedures are designed to insure that GGAHU operates in a consistent and prudent manner year after year.

Original Date of Adoption:

Date of Subsequent Amendments:

Finance and Accounting Policies and Procedures

Accounting method	GGAHU shall use the "accrual" system of accounting
Annual review of financial records	If possible, the GGAHU Board shall arrange to have GGAHU's books reviewed by an outside third party
Assets, depreciation of inventory of	Assets will be expensed rather than depreciated whenever possible. The Board shall review a list of GGAHU's assets annually and make adjustments when warranted
Auditor, selection of	The GGAHU Board shall approve the selection of, or change of, outside audit firms
Bank, selection of statement reconciliation	The selection of, or change in, banks requires approval of the GGAHU Board. Bank statements shall be reconciled each month. Payees on any checks that remain outstanding after 60 days will be contacted to see about the status of the checks. If necessary, stop payments shall be placed on any outstanding checks that need to be reissued.
Books	GGAHU Board members are entitled to review GGAHU's books after giving the Treasurer 5 business days' notice
Budget	The GGAHU Board shall adopt a budget for each fiscal year on or before June 30 Expenditures contained in an approved budget do not need to be approved again by the GGAHU Board when the time comes to make those expenditures. Expenditures that are NOT contained in an approved budget require approval of the GGAHU Board.
Checking account	To every extent possible, GGAHU shall maintain approximately \$10,000 in GGAHU's checking account. If and when needed, the GGAHU Treasurer is authorized to transfer funds out of reserves into the checking account to maintain a minimum level of \$10,000 in the checking account. If funds in the checking account exceed \$11,000, the excess in the general checking account shall be transferred into reserves.
Check requests	Requests for GGAHU checks shall be submitted to the Executive Director on GGAHU's check requisition form. The submission should include all applicable backup documentation and every effort should be made to give the Executive Director ample time to process the check request.
Check signing authority	The signature of one GGAHU officer is required on checks up to \$1,000. The signatures of two GGAHU officers are required on all checks that exceed \$1,000. The President, Treasurer, and Secretary shall be signers on GGAHU's checking account. In addition, the Board may designate other signers on the account as appropriate.

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Expense Reimbursement	<ol style="list-style-type: none">1. Reimbursement. GGAHU pays expenses to members on a reimbursement basis only. With approval of the GGAHU Board, exceptions can be made for large expenditures that would otherwise have to be fronted by the member. Expense reimbursements must be authorized in advance by the Executive Board. Members must complete a reimbursement form and attach receipts for all expenses. The reimbursement form must be turned into the GGAHU Treasurer within 30 days. Reimbursement will not be made until all forms are completed and receipts are received by GGAHU.2. Travel. GGAHU will reimburse for air and ground travel and hotel accommodations.3. Mode of travel. GGAHU pays the cost of the lowest fare at the 21-day advance rate for direct flights. Exceptions will be made when notice of the meeting is given less than 21 days in advance. Members who opt to drive will be compensated at the rate allowed by the IRS for mileage. Mileage will be based upon a direct route to and from the meeting site. Reimbursement will be limited to the allowable rate for miles or the cost of a direct flight, whichever is less.4. Lodging. GGAHU reimburses the cost of hotel accommodations based on the most cost efficient occupancy at the hotel chosen by the event sponsor.5. Items not allowed. GGAHU does not pay for the following: alcohol, items purchased in the mini-bars in hotel rooms, movies, massages, gyms, and other extraneous luxuries. GGAHU will not reimburse members for any airline tickets or hotel rooms if the members register but fail to attend the event for any reason.6. Incidentals. GGAHU will reimburse for business-related incidental expenses such as meals, cabs, and tips. GGAHU expects attendees to be prudent. For example, share cabs when possible. Do not select the most expensive restaurant when reasonable alternatives are available.7. Mandatory attendance. When GGAHU pays for members to attend certain events, it is with the expectation that members will represent GGAHU by attending the important meetings. For example, when members go to the NAHU Convention, members are expected to vote at the House of Delegates meeting. If members fail to attend these important functions, GGAHU will not reimburse members for any expenses.8. Timing. Submit your reimbursement request an accompanying receipts within 30 days after the event or your reimbursement could be denied. <p>Expenses for NAHU and CAHU conferences are subject to the following rules:</p> <ol style="list-style-type: none">1. Expenses shall not be allowed unless the attendee participates in the visits to the local elected representatives offices that have been set up by the Legislation Chair.2. The travel allowance may not exceed the coach fare for the best priced airline ticket between the most convenient departure and arrival airport from the San Francisco Bay Area to the Washington, DC, area in the attendee's particular circumstances. It is acceptable for the attendee to apply the dollar amount for such a ticket to another form of travel or to different departure and arrival airports.3. The lodging allowance shall not exceed the rate established by NAHU or CAHU with the destination hotel. Should the attendee obtain better rates, the reimbursement amount shall not exceed the amount actually paid. The number of days allowed for lodging shall be the number of days of the conference plus one.4. The allowance for meals shall be a per diem amount of \$80.00. Attendees must still turn in receipts to qualify for this per diem allowance.5. The attendee shall be reimbursed for the cost of the NAHU or CAHU registration up to the early bird amount unless circumstances approved by the GGAHU Board dictate otherwise.
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<p>Golf Committee</p>	<ul style="list-style-type: none">■ Event budget<ul style="list-style-type: none"><input type="checkbox"/> The Golf Committee is responsible for developing a written event budget. The budget should describe all projected income and expenses.<ul style="list-style-type: none">➤ The budget should list all projected sources of income, expected expenses, and contingencies, if any<input type="checkbox"/> The Golf Committee should present its proposed event budget to the GGAHU Board of Directors before June 1 for a tournament to be held in the spring of the following year<input type="checkbox"/> Once the GGAHU Board has approved the event budget, the Golf Committee is authorized to make arrangements with golf courses and other vendors as long as the expenditures are contained within the approved event budget. If expenditures are likely to exceed the approved event budget, the Golf Committee must obtain prior approval from the GGAHU Board for the additional costs.<input type="checkbox"/> As soon as practicable, the Golf Committee shall obtain a written proposal from a golf course outlining expected tournament costs. ■ Contractual arrangements<ul style="list-style-type: none"><input type="checkbox"/> The Golf Committee is authorized to make arrangements with golf courses and other vendors to insure a successful event.<input type="checkbox"/> Any contracts or purchase orders must be signed by GGAHU's President or Executive Director. This facilitates the payment of advance deposits and insures that contractual obligations are posted to GGAHU's books.<input type="checkbox"/> All arrangements that will cost more than \$100 must be confirmed in writing. ■ Event management<ul style="list-style-type: none"><input type="checkbox"/> The Golf Committee is responsible for all aspects of event management<input type="checkbox"/> In the 6 weeks immediately prior to the golf tournament, the Golf Committee should advise GGAHU's President on a weekly basis regarding the number of players and rough estimates of actual income and expenses compared to budget<input type="checkbox"/> The Golf Committee Chair and the GGAHU President are the only individuals who are authorized to incur additional costs during the golf tournament. The signature of the Golf Committee Chair or the GGAHU President shall be required on tabs or tickets for additional food, beverages, merchandise or other expenses that were not included in the golf course's initial estimate. The golf course must be advised of this procedure in writing.<ul style="list-style-type: none">➤ Individuals who incur additional charges without authorization may, at the discretion of the GGAHU Board, be held personally liable for such additional charges ■ Event accounting close-out<ul style="list-style-type: none"><input type="checkbox"/> GGAHU's fiscal year ends June 30 and the association's non-profit tax return must be filed several months thereafter. For that reason, it is the Golf Committee's responsibility to provide the GGAHU Board with an accounting close-out showing all income and expenses and the tournament's net proceeds. This accounting close-out should be finished by no later than July 31 of each year.
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Investments	<p>The selection of investment advisors and/or investment products requires approval of the GGAHU Board. The GGAHU Board shall not make any risky or speculative investments.</p> <p>The GGAHU Board shall deposit GGAHU reserves in safe and conservative vehicles such as bank Certificates of Deposit or money market accounts.</p> <p>To insure adequate liquidity, Certificates of Deposit (CDs) shall be opened for 3 months, then 6 months, then 9 months, and 12 months. This will insure that CDs come up for renewal every 3 months and can be liquidated if GGAHU needs funds to operate.</p> <p>To insure that funds are protected by FDIC insurance, GGAHU shall not maintain more than \$100,000 on deposit at a single bank.</p>
Money management	<p>GGAHU shall maintain a checking account and one or more savings accounts to maximize the return on GGAHU revenues.</p>
Write-off of accounts receivable	<p>Accounts receivable that are more than 12 months shall be written off; if funds are collected subsequent to the write-off, the funds shall be deposited and credited to the line item in the budget that gave rise to the accounts receivable.</p>

Operational Policies and Procedures

Contracts	<p>The GGAHU Board shall review all contracts annually to insure satisfactory performance and adherence to contractual terms.</p>
Insurance	<p>GGAHU is a non-profit corporation with special protections under State law that protects Board members against lawsuits if (1) Board members are not involved in self-dealing transactions and (2) Board members are not engaging in illegal activities.</p>
GGAHU logo and stationery	<p>GGAHU's logo shall be used to identify members or for association business only. GGAHU stationery shall be used for association business only.</p>
Volunteers	<ul style="list-style-type: none">• All volunteers must be members of GGAHU-NAHU• GGAHU members will always have first right to volunteer at GGAHU events when needed• Main Event Sponsors will always have first right to volunteer their staff. The main event sponsor will be entitled to two non-members to handle the registration desk. Fee to the event will be at no charge for two main event sponsors attendees.• Associate Members will only be used when and if space is available• Associate Members are not able to handle any financial aspects of GGAHU finances
Website	<p>The GGAHU Board shall insure that it maintains ownership of and access to the association's domain name and Website.</p>