

CAHIP - Golden Gate

POLICIES AND PROCEDURES

The Board of Directors of CAHIP - Golden Gate has adopted, and from time to time amended, the following policies and procedures. These policies and procedures are designed to ensure that CAHIP - GOLDEN GATE operates in a consistent and prudent manner year after year.

Original Date of Adoption:

Date of Subsequent Amendments: 5-9-18, 1-14-21, 7-19-22, 5-30-23, 7-1-24, 8-8-24

Finance and Accounting Policies and Procedures

Accounting method	CAHIP - GOLDEN GATE shall use the “cash” system of accounting
Annual review of financial records	If possible, the CAHIP - GOLDEN GATE Board shall arrange to have CAHIP - GOLDEN GATE’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 CAHIP - GOLDEN GATE’s assets annually and make adjustments when warranted
Auditor, selection of	In the event that the board decides an audit is required, the CAHIP - GOLDEN GATE Board shall approve the selection of, or change of, outside audit firms
Bank, selection of statement reconciliation	The selection of, or change in, bank requires approval of the CAHIP - GOLDEN GATE Board. Bank statements shall be reconciled each month and provided to the board. 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	CAHIP - GOLDEN GATE Board members are entitled to review CAHIP - GOLDEN GATE’s books after giving the Treasurer 5 business days’ notice
Budget	The CAHIP - GOLDEN GATE 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 CAHIP - GOLDEN GATE Board when the time comes to make those expenditures. Expenditures that are NOT contained in an approved budget require approval of the CAHIP - GOLDEN GATE Board.
Checking account	To every extent possible, CAHIP - GOLDEN GATE shall maintain approximately \$10,000 in CAHIP - GOLDEN GATE’s checking account. If and when needed, the CAHIP - GOLDEN GATE 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 CAHIP - GOLDEN GATE checks shall be submitted to the Executive Director on CAHIP - GOLDEN GATE’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 approval of one CAHIP - GOLDEN GATE officer is required on all checks up to \$1,000. The approval of two CAHIP - GOLDEN GATE officers is required for all checks that exceed \$1,000. The President, Treasurer, and Executive Director shall be signers on CAHIP - GOLDEN GATE’s checking account. In addition, the Board may designate other signers on the account as appropriate.

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Expense Reimbursement	1. Reimbursement. CAHIP - GOLDEN GATE pays expenses to members on a reimbursement basis only. With approval of the CAHIP - GOLDEN GATE 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 CAHIP - GOLDEN GATE Treasurer within 30 days. Reimbursement will not be made until all forms are completed and receipts are received by CAHIP - GOLDEN GATE. 2. Travel. CAHIP - GOLDEN GATE will reimburse for air and ground travel and hotel accommodation. 3. Mode of travel. CAHIP - GOLDEN GATE 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. CAHIP - GOLDEN GATE reimburses the cost of hotel accommodation based on the most cost-efficient occupancy at the hotel chosen by the event sponsor. 5. Items not allowed. CAHIP - GOLDEN GATE does not pay for the following: alcohol, items purchased in the mini-bars in hotel rooms, movies, massages, gyms, and other extraneous luxuries. CAHIP - GOLDEN GATE 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. CAHIP - GOLDEN GATE will reimburse business-related incidental expenses such as meals, cabs, and tips. CAHIP - GOLDEN GATE 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 CAHIP - GOLDEN GATE pays for members to attend certain events, it is with the expectation that members will represent CAHIP - GOLDEN GATE by attending the important meetings. For example, when members go to the NABIP Convention, members are expected to vote at the House of Delegates meeting. If members fail to attend these important functions, CAHIP - GOLDEN GATE will not reimburse members for any expenses. 8. Timing. Submit your reimbursement request and accompanying receipts within 30 days after the event or your reimbursement could be denied. Expenses for NABIP and CAHIP conferences are subject to the following rules: 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 NABIP or CAHIP 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 NABIP or CAHIP registration up to the early bird amount unless circumstances approved by the CAHIP - GOLDEN GATE Board dictate otherwise.
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Golf Committee	■ Event budget ☐ The Golf Committee is responsible for developing a written event budget. The budget should describe all projected income and expenses. ▶ The budget should list all projected sources of income, expected expenses, and contingencies, if any ☐ The Golf Committee should present its proposed event budget to the CAHIP - GOLDEN GATE Board of Directors before June 1 for a tournament to be held in the spring of the following year ☐ Once the CAHIP - GOLDEN GATE 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 CAHIP - GOLDEN GATE Board for the additional costs. ☐ As soon as practicable, the Golf Committee shall obtain a written proposal from a golf course outlining expected tournament costs. ■ Contractual arrangements ☐ The Golf Committee is authorized to make arrangements with golf courses and other vendors to ensure a successful event. ☐ Any contracts or purchase orders must be signed by CAHIP - GOLDEN GATE's President or Executive Director. This facilitates the payment of advance deposits and ensures that contractual obligations are posted to CAHIP - GOLDEN GATE's books. ☐ All arrangements that will cost more than \$100 must be confirmed in writing. ■ Event management ☐ The Golf Committee is responsible for all aspects of event management. ☐ In the 6 weeks immediately prior to the golf tournament, the Golf Committee should advise CAHIP - GOLDEN GATE's President on a weekly basis regarding the number of players and rough estimates of actual income and expenses compared to budget. ☐ The Golf Committee Chair and the CAHIP - GOLDEN GATE 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 CAHIP - GOLDEN GATE 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. ▶ Individuals who incur additional charges without authorization may, at the discretion of the CAHIP - GOLDEN GATE Board, be held personally liable for such additional charges. ■ Event accounting close-out ☐ CAHIP - GOLDEN GATE'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 CAHIP - GOLDEN GATE 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	The selection of investment advisors and/or investment products requires approval of the CAHIP - GOLDEN GATE Board. The CAHIP - GOLDEN GATE Board shall not make any risky or speculative investments. The CAHIP - GOLDEN GATE Board shall deposit CAHIP - GOLDEN GATE reserves in safe and conservative vehicles such as bank Certificates of Deposit or money market accounts. To ensure adequate liquidity, Certificates of Deposit (CDs) shall be open for 3 months, then 6 months, then 9 months, and 12 months. This will ensure that CDs come up for renewal every 3 months and can be liquidated if CAHIP - GOLDEN GATE needs funds to operate. To ensure that funds are protected by FDIC insurance, CAHIP - GOLDEN GATE shall not maintain more than \$100,000 on deposit at a single bank.
Money management	CAHIP - GOLDEN GATE shall maintain a checking account and one or more savings accounts to maximize the return on CAHIP - GOLDEN GATE revenues.
Refunds	No refunds will be granted except in the event of administrative error or event cancellation. In the case of administrative errors such as duplicate registrations, requests must be submitted within five (5) business days. All requests must be in writing via email to info@CAHIP-Golden Gate.org; no telephone cancellations will be accepted. All approved refunds will be processed within 21 business days.
Write-off of accounts receivable	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.

Operational Policies and Procedures

Contracts	The CAHIP - GOLDEN GATE Board shall review all contracts annually to insure satisfactory performance and adherence to contractual terms.
Insurance	CAHIP - GOLDEN GATE 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.
CAHIP - GOLDEN GATE logo and stationery	CAHIP - GOLDEN GATE's logo shall be used to identify members or for association business only. CAHIP - GOLDEN GATE stationery shall be used for association business only.
Volunteers	● All volunteers must be members of NABIP ● CAHIP - GOLDEN GATE members will always have first right to volunteer at CAHIP - GOLDEN GATE 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 CAHIP - GOLDEN GATE finances
Website	The CAHIP - GOLDEN GATE Board shall insure that it maintains ownership of and access to the association's domain name and Website. <u>Privacy Policy</u> CAHIP - Golden Gate provides this Privacy Policy to outline how we collect, use, share, and process information collected through this website. What information is collected? When you visit CAHIP - GOLDEN GATE.org, personal identifiable information is not collected without your knowledge. Anonymous information is collected, such as time and length of your

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visit, the pages visited, the referral site, and name of your internet service provider and browser. This information is used to measure site activity and develop improvements to our website and your user experience.

There are also several opportunities for members and website visitors to provide non-sensitive personal information in order to build a relationship with CAHIP - Golden Gate. This information may be collected through forms, surveys, meeting registrations, and purchases. If you choose to share any personal information, we may store and use it for marketing purposes, which may include sharing it with other business partners. CAHIP - Golden Gate will not sell your personal information. If you wish to be removed from our contact database, please submit your request using our [Contact Form](#).

How is your information protected?

CAHIP - Golden Gate employs various methods to protect your personal information. Submitted information is transferred using industry standard encryption. CAHIP - Golden Gate's leadership and other designated administrative users have access to your personal information for the purpose of managing the organization. Financial information, including credit card numbers, is collected and transferred, but not stored within the website.

Do we use cookies?

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Please view our Terms of Use for this website.

Consent

By using this website, you consent to CAHIP - Golden Gate's privacy policy.

Terms of Use

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Governing Law and Jurisdiction

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Changes to These Terms of Use

CAHIP - Golden Gate reserves the right to change these Terms of Use at any time by posting new Terms of Use at this location.

Last Update

This Terms of Use was last updated on May 30, 2023.

Contact Information

Questions or comments regarding the Web Site should be sent by email to or by mail to CAHIP - Golden Gate, 1145 2nd St. Suite #A-269, Brentwood CA 94513.