

POLICY NUMBER: 1002
POLICY TITLE: Budgeting & Financial Management
CLASSIFICATION: Finance/Executive

DATE(S) AMENDED/APPROVED: May 9, 2022; February 10, 2025
NEXT REVIEW DATE: 2028

POLICY:

Sound financial management of the Association's resources and adherence to regulatory requirements for non-profit status.

PROCEDURE(S):

- AHIP shall adopt a budget for each fiscal year on or before July 31.
- Expenditures contained in an approved budget do not need to be approved again by the CAHIP Board when the time comes to make those expenditures.
- Expenditures NOT contained in an approved budget require the approval of the CAHIP Board. CAHIP will maintain adequate monies on hand to meet its expected annual financial obligations.
- Executive Director and VP of Finance will review all incoming expenditures and post to appropriate budgeted accounts on CAHIP's books. Any unbudgeted items will be submitted to the Board for approval prior to the expenditure being made.
- To every extent possible, CAHIP shall maintain an average of 6 months of expenses in CAHIP's checking account or liquid assets. If and when needed, the CAHIP VP of Finance is authorized to transfer funds out of reserves into checking account to maintain at least 6 months of expenses in its checking account.
- Annual Dues projected budget should be set to equal at minimum CAHIP's annual contracted commitments for Executive Director, Lobbyist, Insurance, and Accountants Fees.

FINANCIAL IMPACT:

Accounting software and administrative management expense.