

## **PROCEDURES FOR CLUBS AND GROUPS WITH MONEY**

A new program has been developed to make Golden Vista IRS compliant and legal as a planned community to allow clubs and groups that have income and expenses to operate on the Association's common property. GV has received from an attorney, expert in association clubs with financials, recommendations for adding to our by-laws several new and modified insertions to describe and define this new procedure. Those will be addressed by our Documents Committee.

The Board is asking each club or group who keeps a bank account, either checking or savings or both, to adhere to the following instructions to bring their financials under GV's umbrella and managed by our bookkeeper, Kris Jundt. Each club/group can start as of June 30, 2016; this program must be in place by January 31, 2017.

1. Provide to Kris a copy of your club's/group's bank statement from June 30, 2016, for your checking account and savings account if you have one.
2. Provide to Kris a list of your club's/group's officers, i.e. President or Chair, Secretary, Treasurer, with their contact information for any follow up questions.
3. Provide to Kris current information on who can currently sign checks on each account, and their contact information.
4. Kris will set up a separate account for your club/group within the GV accounting system. This account will track your income and expense for you and be able to provide a financial statement upon request from the club/group.
5. Kris will contact the appropriate person with the club/group to go to their financial institution and withdraw their funds in all accounts and bring the check or checks to Kris endorsed for deposit in GV's bank account. The club/group will provide to Kris the names of those who are eligible to sign checks.

6. When the club/group needs a check for expenses or purchases, they will submit the request to Kris prior to Wednesday in any week, and one of the designated officers of the club/group AND a Board member OR Manager will sign the check. The check will require two (2) signatures. Any money needed from their account will be disbursed by check for any amount of \$200 or more. The group/club may keep a petty cash fund up to \$200 for miscellaneous use.
7. An officer of the club/group may request a financial statement of their account from our bookkeeper, Kris, when needed and expect a report in three (3) working days.
8. Each club/group should have their own rules and waivers in place as to how they operate as a club/group, especially if any of their activity involves any safety or health risks.
9. Each club's/group's funds will be subject to the GV annual audit and may be subject to tax liability.
10. This program must be in place by January 31, 2017.

Any questions on the execution of his program, please see Jeff, GV Manager. The proposed additions to our governing documents by the Documents Committee provides additional details of "Requirements for Clubs". These proposed additions are available from the Board. They will be approved at a later date.

GV Board of Directors

March 15, 2016