

**DRAFT - NOT APPROVED BY CHC BOARD OF DIRECTORS**

<b>CALIFORNIA HAWKING CLUB, INC.</b>	Adopted: Draft - 8/2/01
<i>Administrative Manual – Section 4</i>	Revision: 0

**FINANCE AND FISCAL POLICY**

**4.1 REFUND POLICIES:**

Our basic policy is “no questions asked.” If someone asks for a refund, we give it.

**4.2 EXPENSE REPORTING AND REIMBURSEMENT:**

It would be delightful if someone requesting reimbursement for expense incurred in the club’s name would fill out an “Expense Reimbursement Request” with attached receipts. The treasurer has come to accept almost any reasonable paper trail. Both the President and Treasurer counter sign all checks.

**4.3 COLLECTION OF DEBTS:**

[Under Development]

**4.4 CONTRIBUTIONS BY/TO CHC:**

[Under Development]

**4.5 FINANCIAL STATEMENTS:**

Financial statements are an output from the club’s accounting software QuickBooks Pro 99. The books are closed on February 28/29 and a balance statement and a profit and loss statement are generated and printed in the April Newsletter as well as reported to the board.

**4.6 STATE AND FEDERAL TAXES:**

[Under Development]

**4.7 INVESTMENT POLICY:**

[Under Development]

**4.8 INCENTIVES AND DISCOUNTS:**

[Under Development]

**4.9 RISK MANAGEMENT:**

[Under Development]

**4.10 CHECKING ACCOUNT(S):**

[Under Development]

**4.11 RECURRING EXPENSES:**

From time to time the club authorizes certain club members to incur expenses for the club. For example, the Club authorized Treasure Brian Walton a second phone line to conduct club business and for a fax machine. The current treasurer is authorized the

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second phone line and using internet and fax on it. The Club Secretary is our webmaster and runs the website on a reimbursement basis.

**4.12 ACCEPTED METHODS OF PAYMENT:**

Check, cash, money order, credit card.

**4.13 BUDGET:**

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By: \_\_\_\_\_  
**President**

Attest: \_\_\_\_\_  
**Secretary**

Date: \_\_\_\_\_

Date: \_\_\_\_\_