

**CALIFORNIA SOCIETY FOR
HEALTHCARE
RISK MANAGERS (CSHRM)**

**BOARD OF DIRECTORS
POLICY AND PROCEDURE**

FISCAL MANAGEMENT

**CALIFORNIA SOCIETY FOR HEALTHCARE
RISK MANAGEMENT (CSHRM)**

**BOARD OF DIRECTORS
POLICY AND PROCEDURE**

TITLE: Budgeting Procedures

COMMITTEE: Chapter Mgt: Treasurer

AUTHOR: Dee Aguilar

NUMBER: CM- F-1

DATE: June 1994

DATE OF APPROVAL:

DATE OF REVIEW/REVISION:

August 2003

POLICY:

It is the Society's policy to responsibly allocate financial resources in a manner that promotes the organization's mission and facilitates strategic planning by utilizing budgetary guidelines.

PROCEDURE:

1. The current President shall submit a Budget to the Board for review and discussion at the first Board meeting of the fiscal year.
2. The Board shall discuss and approve the operating budget at the first Board meeting of the fiscal year.
3. Committee Chairs/officers are responsible for monitoring their Committee's expenditures and corresponding budget. Each Chair shall prepare and submit to the Board a Budget Variance Report quarterly, except Chapter Management which will prepare and report monthly. The committee Chair/officer is responsible for obtaining Board approval prior to requesting reimbursement or direct disbursement whenever the expenditure exceeds budgeted amount.
4. The Board shall approve all budget amendments/adjustments.
5. The Treasurer shall retain a copy of each committee's budget and all Variance Reports as part of CSHRM's Fiscal records.

CROSS-REFERENCE: CM-F-2: Accounting and Reporting Procedures
CM-F-4: Reimbursement for Board Expenses
CM-F-5: Review of Fiscal Records
E-4: Reimbursement for Speaker Expenses

**CALIFORNIA SOCIETY FOR HEALTHCARE
RISK MANAGEMENT (CSHRM)**

**BOARD OF DIRECTORS
POLICY AND PROCEDURE**

TITLE: Accounting and Reporting Procedures **COMMITTEE:** Chapter Mgt: Treasurer
AUTHOR: Dee Aguilar
NUMBER: CM- F-2
DATE: June 1994
DATE OF APPROVAL:
DATE OF REVIEW/REVISION:
August 2003

POLICY:

These accounting procedures are established in order to facilitate accurate, consistent record keeping practices.

PROCEDURE:

1. The fiscal year for the Society shall be from May1 through April 30.
2. Record keeping shall be on the cash basis of accounting
3. The Treasurer's Report presented at each Board meeting shall include, by classification:
 - a. All assets and liabilities to date for the fiscal year. Summary of each committee's income and expenses to date of the current fiscal year.
 - b. A complete check register for the current fiscal year shall be dispersed to the Officers and Committee Chairs quarterly for Budget Variance Report preparation.
4. The Annual Treasurer's Report to the membership will be presented at the annual business meeting and shall include:
 - the most current Assets & Liabilities of the Organization;
 - a reconciliation of the prior year's Income and Expenses to most accurately reflects that fiscal year.
 - A year to date reconciliation of the current fiscal year's Income and Expenses.
5. Board minutes shall reflect discussion, corrections, and approval of Treasurer's Report.
6. Reconciliations for all checking and cash accounts shall be performed monthly by the Treasurer

7. Checks are classified by committee for reporting purposes to facilitate financial review. The classifications include the committee and the type of expenditure as follows:

Committee

Chapter Management	Legislation
Education	Membership
Communication	Sponsorship

Expense Classification

Speaker fees/honorariums	Purchased Services
Scholarship	Board: food-travel-lodging
Conference Room	Conference Calls
Conference Food	Miscellaneous
Conference AV	Storage Fees
Accounting Services	Registration SCAHRM & ASHRM
Printing	Insurance
Postage	
Website Maintenance Fees	
Supplies	

Note: Each check shall be coded for the committee and the type of expense.

8. Copies of membership applications and renewals with copy of corresponding checks shall be maintained as supporting documentation for the deposit (maintain copy of deposit slip).
9. Copies of Sponsors' and Conference/Bridges Attendees' checks shall be maintained as supporting documentation for deposit of sponsorships and registrations.
10. Supporting documentation for disbursements is required with appropriate Chair or President's approval.

CROSS-REFERENCE: CM-F-1: Budgeting Procedure
 CM-F-3: Fiscal Guidelines
 CM-F-4: Reimbursement for Board Expenses
 E-4: Reimbursement for Speaker Expenses

**CALIFORNIA SOCIETY FOR HEALTHCARE
RISK MANAGEMENT (CSHRM)**

**BOARD OF DIRECTORS
POLICY AND PROCEDURE**

TITLE: Fiscal Guidelines

COMMITTEE: Chapter Mgt: Treasurer

AUTHOR: Dee Aguilar

NUMBER: CM- F-3

DATE: June 1994

DATE OF APPROVAL: 1994

DATE OF REVIEW/REVISION:

August 2003

POLICY:

It is the objective of the CSHRM Board of Directors to responsibly manage the assets of the Society. No part of the Society's earnings shall inure to the benefit of any member, director, officer, or other individual. In the event of dissolution, any assets of the Society shall be distributed in accordance with the bylaws and articles of incorporation. Revenue for the organization is received through membership dues, sponsorship fees from seminars, educational program registration and interest income.

PROCEDURE:

1. Tax exempt status shall be obtained and all efforts shall be made to maintain the status including filing all required tax forms.
2. An annual budget is to be prepared by the President in order to facilitate responsible allocation of financial resources.
3. Disbursements are made after approval by appropriate chair in accordance with the budget.
4. The Treasurer prepares a year-to-date report (Treasurer's Report) for each Board Meeting, and an Annual Report for the CSHRM business meeting that reflects results of operations of the Society. In addition, the Education Chair prepares a fiscal accounting for each educational program/workshop sponsored by the Society.
5. An annual review is to be performed to provide reasonable assurance that the financial reports are accurate and complete.
6. Treasury Documentation: The Treasurer shall maintain historical CSHRM treasury files in addition to current receipts, bills, checking account, and savings account and

associated financial records. The files and ledgers shall be available and open to inspection at any reasonable time by any CSHRM member. The Treasurer shall seek approval by the Board for any change in financial institution relationship or investment of treasury funds. All accounts shall be accessible by two Board Members, one being the Treasurer. After the annual election of officers; the new Treasurer shall obtain all the financial files and records. This may include changing mailing addresses on the accounts, changing signatories on the account at the financial institution and obtaining CSHRM letterhead for correspondence.

7. The Treasurer will pursue any check returned for insufficient funds. Payee will be notified in writing and given 30 days to pay amount plus bank fees. If no payment received, letters will be sent at 60 days and 90 days. At that point, if account remains unpaid the account will be turned over to a collection agency or pursued in Small Claims Court.

CROSS-REFERENCE: CM-F-1 Budgeting Procedures
CM-F-2: Accounting Reporting Procedures
CM-F-4: Reimbursement of Board Expenses
CM-F-5: Review of Fiscal Records
E-4: Reimbursement of Speaker Expenses

**BOARD OF DIRECTORS
POLICY AND PROCEDURE**

TITLE: Reimbursements/Disbursements
for Board Expenses

COMMITTEE: Chapter Management

AUTHOR Dee Aguilar

NUMBER: CM- F-4

DATE: June 1994

DATE OF APPROVAL: 6/96

DATE OF REVIEW/REVISION:
August 2003

POLICY:

It is the policy of CSHRM to provide for reimbursement of Board approved expenditures. Reimbursement is made for reasonable expenses for meals, travel, accommodations, purchased services, and incidentals which are directly related to official Board/CSHRM organization activities.

PROCEDURE:

1. Board approved, budgetary expenditures will be submitted to the Treasurer for reimbursement.
2. Receipts are required for all travel expenses to be reimbursed.
 - Automobile mileage will be reimbursed at the current federal rate.
 - Airplane travel will be reimbursed at the coach rate.
 - Meals, accommodations, and incidentals will be reimbursed at cost.
 - Reimbursement for overnight expense must be authorized by the Board when the individual will be required to travel three or more hours each way, when the person would be required to depart from their residence prior to 6:30 a.m., when return home would be after 10:00 p.m., or when returning home would present a safety concern or undue hardship. Reimbursement for lodging will be at a reasonable rate.
 - Secretarial support services will be reimbursed at cost approved by the Board.
3. The attached form will be used for submitting reimbursement requests to the Treasurer.
4. Requests for Reimbursement should be submitted within 90 days of the expenditure.
5. Expenses for Board members to attend educational programs are reimbursed as follows:

A. CSHRM sponsored programs:

1. Board members actively participating in CSHRM sponsored programs shall not be charged tuition. Reimbursement of related expenses will be determined by the Board prior to the program (*e.g.*, expenses for education committee chairs will be covered.)
2. Reimbursement of expenses for Board members not actively participating in the program will be evaluated according to the corresponding policy.

B. ASHRM

1. CSHRM shall pay for the current president's, or his/her designee, tuition, travel and accommodations for ASHRM's annual program when there are CSHRM funds available.

C. SCAHRM

1. CSHRM shall pay for the President –Elect's, or his/her designee, tuition, travel and accommodations for SCAHRM's annual programs when there are CSHRM funds available.

CROSS-REFERENCE: None

**CALIFORNIA SOCIETY HEALTHCARE RISK MANAGEMENT
RECORD OF TRAVEL/SUBSISTENCE and OTHER DISBURSEMENTS**

FOR A PERIOD FROM: _____ TO: _____

Mail completed form to: CSHRM (Attn: Victoria Rollins, Treasurer
c/o Sutter Health
2200 River Plaza Drive
Sacramento, CA 95833

<u>Date</u>								<u>Total Expenses</u>
Fares								
Mileage								
Taxi, Tolls, etc								
Lodging								
Meals								
Incident als								
Other (Describe Below)								
Total Expenses	\$	\$	\$	\$	\$	\$	\$	\$

PERSONAL AUTO WORKSHEET

<u>DATE</u>	<u>DESTINATION/PURPOSE</u>	<u>MILEAGE</u>	<u>EXPENSE</u>
Total Mileage and Expense			\$ _____

OTHER EXPENSES WORKSHEET

<u>DATE</u>	<u>EXPENSE DESCRIPTION</u>	<u>COMMITTEE & BUDGET CATEGORY</u>	<u>AMOUNT</u>
Total Expense			\$ _____

Signed: _____

**CALIFORNIA SOCIETY FOR HEALTHCARE
RISK MANAGEMENT (CSHRM)**

BOARD OF DIRECTORS

POLICY AND PROCEDURE

TITLE: Review of Fiscal Records

COMMITTEE: Chapter Management: Treasurer

AUTHOR: Dee Aguilar

NUMBER: CM- F-5

DATE: June 27,1994

DATE OF APPROVAL: June 1996

DATE OF REVIEW/REVISION:

August 2003

POLICY:

It is the Society's policy to provide the membership with assurances regarding the accuracy of the financial records and the Board's compliance with established fiscal guidelines through an annual review.

PROCEDURE:

1. The annual review shall be performed by the President and two active members, not currently on the Board, but preferably with prior experience on the Board or individual or firm with appropriate experience or accounting credentials.
2. The Board will approve the auditor/reviewer(s)
3. The Treasurer shall facilitate the review and provide the financial records as required and be available for questions.
4. The review shall be performed in accordance with the Review Program (attachment A).
Note: Prior reviews have taken 4-6 hours to complete.
5. The reviewer(s) shall prepare and submit a letter to the Board communicating results of the review and providing recommendations as warranted. The Board will act on the report recommendations as appropriate. The Board Secretary shall maintain this letter as part of the official minutes.
6. The review results shall be presented at the annual business meeting.

CROSS-REFERENCE:

CM-F-1	Budgeting Procedures
CM-F-2	Accounting and Reporting Procedures
CM-F-3	Fiscal Guidelines
CM-F-4	Reimbursement of Board Expenses
E-4	Reimbursement of Speaker Expense CH-8 Roles

ATTACHMENT "A"

TITLE: Review Procedure

COMMITTEE:Chapter Management: Treasurer

AUTHOR: Dee Aguilar

DATE: July 22, 1994

DATE OF APPROVAL: June 1996

DATE OF REVIEW/REVISION: 5/2/00

PROCEDURE:

CASH BALANCES

1. Match reconciled cash balance to year-end financial statement.
2. Match Certificates of Deposit per the bank statement to the year-end financial statement.
3. Review monthly bank reconciliations for timeliness and accuracy.
4. Investigate old or unusual reconciling items.
5. Review Board minutes for formal authorization to open/close accounts during the year. Authorization should include names of those who may sign checks.

DISBURSEMENTS

1. From the register, randomly select ten checks written during the year (include large and small checks in the sample). Review canceled checks to ensure:
 - authorized signature
 - proper co-signature (as appropriate)
 - proper payee
 - endorsement is same as payee
2. Review supporting invoices to determine whether proper amount was paid and classification of disbursement as expense, assets, etc., as appropriate.
3. Review disbursements for appropriateness of payment.

RECEIPTS

1. Perform analytical review of cash/revenue received from educational programs and membership renewals using the following formula:

- (number of attendees) * (registration fee) = program revenue recorded
- (number of members) * (annual membership fee) = membership revenue recorded

REPORTING

1. Examine year-end statements for consistent presentation and classification of financial information (cash basis accounting).
2. Review Board minutes for quarterly discussion and approval of Treasurer's Report.
3. Review annual business meeting for presentation of year-end Treasurer's Report.

MISCELLANEOUS

1. Review current budgeting procedures and investigate unusual or unexpected variances between budgets and actual activity.

**CALIFORNIA SOCIETY FOR HEALTHCARE
RISK MANAGEMENT (CSHRM)**

**BOARD OF DIRECTORS
POLICY AND PROCEDURE**

TITLE: Postal Box Management

COMMITTEE: Chapter Management

AUTHOR: Roseanne Packard

REVISED: BeckyBucklen/Marilyn Jouini

NUMBER: CM-F-6

DATE: January 24, 1994

REVISED: June 27, 1994

DATE OF REVIEW / REVISION:

August 2003

POLICY:

In an effort to reduce mailing costs and maintain efficiency, the Board Secretary will process and maintain the postal box.

PROCEDURE:

1. Postal Box Maintenance
 - a. CSHRM will maintain a mail box at a location approved by the Board. (See Attachment A – Current CSHRM Address)
 - b. The Board Secretary will forward invoices to the Treasurer to pay needed expenses.
 - c. Each year, the Secretary will notify the Mail Box if there is a new mailing address and verify the schedule for forwarding CSHRM's mail to the Secretary.
 - d. The Board Secretary will distribute mail to the appropriate Committee Chair or Board Member.

CROSS-REFERENCE: CSHRM Bylaws, Article IX, Sec. 2.c.1. "Duties of the Secretary"

CMF-6 Attachment A

CSHRM Mail Box and Mailing Address:

CSHRM

120 Village Square, PMB 34

Orinda, CA 94563

**CALIFORNIA SOCIETY FOR HEALTHCARE
RISK MANAGEMENT (CSHRM)**

**BOARD OF DIRECTORS
POLICY AND PROCEDURE**

TITLE: Donated Time Record

COMMITTEE: Chapter Management

AUTHOR: Nancy Formiconi-Posey

NUMBER: CM-F-7

DATE: July 1995

DATE OF APPROVAL: June 1996

DATE OF REVIEW / REVISION:
7/28/03

POLICY:

It is the policy of the California Society for Healthcare Risk Management (CSHRM) to account for the time donated by its directors and officers, committee chairs, and committee members as documentation supporting CSHRM's tax exempt status.

PROCEDURE:

1. To the extent possible, directors, officers, and committee chairs will track and record the time they have expended in carrying out the duties of their position within the Society.
2. Each Board member is asked to tally their time and that of their support staff on CSHRM work/projects. Activities to be included may be:
 - preparation for board meetings
 - travel time to board meetings
 - attendance at board meetings
 - project work
 - committee management
 - development of articles, programs, and reports
 - correspondence on behalf of CSHRM
 - fiscal duties/responsibilities
3. The time donated may be recorded on the attached sample record.
4. The donated time reports should be provided to the Treasurer at each board meeting, but must be submitted At the end of the fiscal year for tax preparation.
5. The Treasurer will maintain the reports of the donated time for the Society's records.

CROSS-REFERENCE: None

