

NSHBA Operating Policies

A. Financial Policies

(BOD adopted 1/11/02)

1. The Executive Officer is to be bonded.
2. All checks on NSHBA Accounts in excess of \$2,000 or more require two signatures.
3. Accounts, records, and financial statements for all PAC's and Councils will be maintained by the NSHBA Executive Officer.
4. All expenditures must relate to a project or program and comply with the approved budget found in the Annual Program of Work & Budget.
5. The Treasurer of the association will review all bank statements.
6. The fiscal year for the association and its affiliated entities shall be a calendar year.
7. An independent CPA firm shall conduct an annual audit of all NSHBA accounts and its affiliated entities.
8. Financial reports of the association shall include:
 - A current balance sheet
 - Monthly statement of income & expenses vs budget
 - Monthly transaction register
 - A monthly bank account reconciliation statement
 - A year to date statement of income and expenses vs budget
 - A financial cash flow projection for the year
9. There shall be a general fund and segregated funds with each fund having its own account. Segregated funds can be created or dissolved through the adoption of or amendments to the Annual Program of Work & Budget. Furthermore, segregated funds may be created by the Executive Committee as required by state and federal laws without amendments to the Annual Program of Work and Budget.
10. NSHBA Presidential Travel Stipend of \$400 is authorized for expenses incurred while traveling in the state on behalf of the organization. It is to be disbursed as requested.
11. Travel Stipends of \$1,000 are to be paid to the NAHB National Representative, NAHB National Director and the NAHB Associate Director for attendance at the Spring and Fall NAHB Board of Directors meetings and the NAHB Annual Convention. This is to be paid on a reimbursement basis after attending the meeting and presenting documentation of travel expenses incurred.
12. In the event that the National Director and or the Associate Director cannot attend the appropriate alternate who attends may submit for a travel reimbursement stipend
13. Travel Stipends of \$1,000 are authorized for the NSHBA Vice Presidents to attend the NAHB Legislative Conference and the NAHB State & Local Government Affairs Conference. This is to be paid on a reimbursement basis after attending the meeting and presenting documentation of travel expenses incurred.

B. Executive Officer Travel

Allowable in-state travel expenses (ExecComm adopted)

1. Reimbursement of mileage at the current IRS mileage rate.
2. Actual meal costs, lodging and other registration fees and expenses while attending meetings, events or public hearings involving NAHB, NSHBA, Local HBAs, Federal, State & City agencies, or legislative committees and/or hearings. Receipts are necessary to document meal and lodging costs.
3. Cost of meals during meetings of NAHB, NSHBA, Local HBAs and their committee's, council's, PAC's and EO's & staff. Receipts are necessary to document the meal and members who attended.
4. Meals for local, state or federal public officials and or their staff, which involved a business purpose for the benefit of the association.

Allowable out-of-state travel expenses (ExecComm adopted)

1. Reimbursement of mileage by automobile travel at the current IRS mileage rate or round trip airline coach fare for the Executive Officer and their spouse, which ever is less.
2. Cab fare or car rental. Receipts are necessary.
3. Actual meal costs, lodging, and other registration fees and expenses incurred while attending meetings, events, or public hearings involving NAHB, NSHBA, Local HBA's, Federal and State agencies, or commissions, or legislative committees and or hearings. Receipts are necessary to document the meal and lodging costs.
4. Meals for local, state or federal public officials and or their staff, which involved a business purpose for the benefit of the association.

C. Operating Policies for Committees & Councils

(ExecComm adopted)

1. Responsibility & Authority: The Program of Work and Budget empowers Committees and Councils to proceed to implement the assigned activity. Further consultation or additional approvals by the BOD or the Executive Committee are not necessary as long as they follow the NSHBA Committee & Council Operating & Financial policies. Committees and councils may at their own discretion seek input and approval on matters from either the Executive Committee or the BOD. The following financial policies identify situations requiring prior approval by the Executive Officer but by and large Committees and Councils are expected to make the necessary plans and obligations to execute their assigned activities. Committees and councils are expected to be on time and in budget with their assigned activities.

2. Meetings & Conference Calls: The Chair should call meetings as they desire. It can be either a conference call or held before or after the Quarterly BOD meeting in a meeting room that has been reserved. Committees and Councils are also encouraged to meet at a member's place of business. The Chair should contact the EO or the assigned staff member with in 45 to 30 days in advance to set up conference calls or to have a meeting room at the BOD meeting. The EO or staff will prepare and distribute Committee and Council meeting notices & agendas as requested by the Chair. If the chair provides a committee report it will be distributed with the next meeting notice.

3. Meeting Minutes: These are the responsibility of each committee. No staff support is

provided. It is recommended that committee reports be used as a substitute for minutes.

4. Committee Reports: Reports should be forwarded to the staff after each committee or council meeting using the attached form as a guide.

5. Mailings and LHBA Newsletter Information: Contact the EO to produce mailings to various membership segments of the organization. A minimum of 45 to 60 days lead-time is necessary. To get information in Local HBA newsletters contact the EO. A minimum of 60 days lead time is necessary however 90 day is preferred to get information into local HBA newsletters.

6. NSHBA Financial Policies: For committees and councils the policies are as follows:

A. Registration Fees & Deposits

- All checks are to be made out to NSHBA with the exception of a PAC or BUILD Fund contributions.

- Checks are to be mailed to NSHBA at P.O. Box 22375 Lincoln, NE 68542.

B. Obligations, Expenditures & Payments

- No prepaid or advance payment for obligations or expenses will be made. Advanced deposits for reserving rooms or facilities which are a portion of the actual room rental is not considered an advance payment.

- **Any obligation, purchase or agreement that exceeds or MAY exceed \$1,500 requires concurrence of the EO.**

- All contracts must be routed to the EO for signature, Committee chairs or members can not sign contracts on behalf of NSHBA.

- Receipts **must** be provided for cash purchases.

- Invoices or receipts for all purchases and services which identify the material and quantity of materials purchased are necessary.

- All bills and invoices should be sent to NSHBA at P.O. Box 22375 Lincoln, NE 68542. For questions or inquiries call 402-435-6772 or 800-726-5929.

- All deliveries should be sent to the NSHBA office at 1327 H Street Room 307 Lincoln, NE 68508.

- Vendors should expect payment within 30 days after the event or activity, not after delivery of materials.

D. Budgeting Policies

(BOD adopted 1/11/02)

1. **Operating Cash** – The Annual Program of Work and Budget should reflect the amount of operating cash necessary to meet the cash flow need of the association for the year.

2. **Restricted Reserve** – The Annual Program of Work and Budget shall appropriate a restricted reserve for the year. The restricted reserve funds can be increased or decreased only by amendment to the Annual Program of Work and Budget. The restricted reserve funds shall be invested in certificates of deposits by the association Treasurer.

E. Membership Policies

(BOD adopted 1/11/02)

1. **NSHBA Dues Invoicing** - NSHBA staff will (1) annually prepare lists of expirations for each month, (2) prepare invoices based on the lists for each local HBA per month, (3) share copies of

the invoices with the local HBAs, and (4) apply dues payments from local HBA's to reduce the monthly invoice amount and shorten the expiration list with each member renewal.

The NSHBA Board empowers the membership committee to declare those members who are 90-120 days past due in payment of their dues as a bad debt and purge them from the membership roles.

2. Local HBA Invoicing - The Local HBA responsible for collecting membership dues should (1) send monthly invoices starting 90 days prior to all members expiration date, when alerted by the NAHB report, and send a "last chance invoice" at 30 days past due, (2) for first year renewals, 90 days prior to a member's expiration date provide their name and phone number to their spike and ensure the member is personally contacted at least once before the expiration due date by the spike, (3) for all other renewals at 30 and 60 days past due, notify the member's spike so they can encourage the member to renew before being purged at NAHB and NSHBA, (4) provide their local membership chair with a list of membership expirations each month, and (5) include on each membership dues invoice a disclaimer stating the non-deductible percentage of state and national dues.

NSHBA BUILD PAC Policies

*(Trustees adopted 3/1/04
BOD adopted 3/3/04)*

1. Distribution of Split Back Payments – When a BUILD PAC Split Back payment is received it is forwarded to the NSHBA office for deposit and distribution to various PAC's in the state. The distribution formula is:

- Gold Key member contributions will be paid to the NSHBA PAC
- All other HBAL members contributions will be paid to the HBAL PAC
- All other MOBA members contributions will be paid to the MOBA PAC
- All other contributions from members of the remaining Local HBAs will be paid to the NSHBA PAC.

2. Events & Activities – All expenditures and receipts incurred to produce a Nebraska BUILD PAC event or activity will be deposited and expended from the appropriate NSHBA accounts. No bills will be independently forwarded to NAHB BUILD PAC for payment.

3. NAHB BUILD PAC Payments & Reimbursements – All payments and reimbursements by NAHB BUILD PAC for Nebraska BUILD PAC events and activities will be deposited to the appropriate NSHBA accounts.