

## APP # - xxx Committee

Approved xxx, 2024 (*Keep series of approval dates*)

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*(Use Table of Contents if your document is longer than two pages.)*

### A. Objective

*(Use “to” plus verb, such as monitor, promote, ensure, foster, maintain, determine, oversee, or produce.)*

- To verify proper account codes have been utilized.
- To provide assurance regarding the integrity of KPOA financial statements.
- To analyze the accounts, business transaction, and assets of the Association.
- To observe the actions of the Finance Committee to ensure compliance with established policies and procedures.
- To report and findings to the Board and KPOA Membership.
- To make recommendations to the Board and KPOA Membership of external audit needs.

### B. Policy

*(State “what.”)*

- Ensure adequate internal controls exist and are executed to safeguard against fraud.
- Examine all accounts, records, assets, and procedures.
- Evaluate the Annual Budget preparation and development, assuring compliance with applicable laws, rules, CC&Rs, etc.
- Determine required insurance policies are in effect and active.
- Inspect securities, investments, and management process of investments.
- Inspect building and equipment to ensure they are being adequately maintained.
- Check bank records to assure updating of signature cards following the ANNUAL Membership Meeting and election of new Directors and Officers of the Board.

- Ensure external audits are performed as required.
- Designate at least one member of the Committee to conduct a monthly review of the codes used for posting KPOA's expenditures.
- Ensure adequate internal controls exist and are executed to safeguard against fraud.
- Examine all accounts, records, assets, and procedures.
- Determine that required insurance policies are in effect and active.
- Check bank records to assure updating of signature cards following the ANNUAL Membership Meeting and election of new Directors and Officers of the Board.

## C. Procedure

*(State "how." Use phrases such as monitors, plans, discusses, approves, or reviews.)*

- Member completes appropriate form for their project and submits the form to the Committee Chair.
- Committee Chair assigns a Project/Case Manager from Committee members.
- Project/Case Manager meets with the member to gain understanding of the requested project prior to the next monthly meeting.
- Committee meets.
- Committee Secretary maintains minutes of the meeting.
- Project/Case Manager discusses the project/case at the meeting.
- Committee approves or rejects the project/case.
  - In some cases, the Project/Case Manager needs more information regarding the project before the Committee makes their decision.
- Project/Case Manager informs the member of Committee's decision.
- Member proceeds with the approved project.
- Project/Case Manager monitors the approved project/case.
- Project/Case Manager reports the progress of the member's project/case at monthly Committee meetings.
- Case/project records are submitted to the Administrative Office to be filed in the member's Lot File.
- Board Representative creates a Summary Report of the minutes and submits the report to the Board and the Kala Pointer.

## D. Procedure – After Disaster

Team Members:

- Check on the safety of own family, pets, and home.

- Dress safely, using items from their personal safety kit, before starting safety checks and assessment.
- Attempt to notify the Team Leader (or Block Captain as appropriate) of current status and actions.
- Check on the condition of neighbors. Kala Point residents are encouraged to use the Map Your Neighborhood Program placards for “OK” and “HELP.”
- Survey neighborhood for hazards.
- Conduct a preliminary assessment of the area(s) assigned without entry into damaged structures.
- Report emergencies to the Block Captain/Team Leader utilizing whatever means are available including runners.
- After disaster, meet with the DAS Team, Block Captains, and/or Team Leader to debrief and discuss ways to improve.