



<p>Section 4a.ii. Higher Education Fund</p> <ul style="list-style-type: none"> <li>• Have any awards been given to (1) family members of HEF Committee members, (2) officers or (3) major donors (\$2,000 or more) to General Fund or HEF?</li> <li>• Have recipients reported to Committee regarding uses of award?</li> <li>• Have all other criteria for awards been met?</li> <li>• Have fiduciary responsibilities been reviewed?</li> </ul>		<p>April 30</p> <p>April 30</p> <p>May 2011 then annually</p>		<p>Associate Clerk in conjunction with Treasurer</p> <p>HEF Committee</p>
<p>Section 4a.iii. Friends Emergency Fund</p> <ul style="list-style-type: none"> <li>• Applications in writing?</li> <li>• Finance Committee approval sought for grants over \$3,000?</li> <li>• Grants over \$3,000 brought to Business Meeting?</li> <li>• Applications, committee deliberations, amount given, purpose on file?</li> <li>• Has the finance committee submitted a statement that addresses the annual diligence statement?</li> </ul>		<p>April 30</p>	<p>N/A</p>	<p>Associate Clerk</p>
<p>Section 4a.iv. Quaker Activities Assistance</p> <ul style="list-style-type: none"> <li>• Funds awarded only to attend regional and local gatherings?</li> <li>• Committee meet in person twice/year minimum?</li> <li>• Responses to email requests within 7 days?</li> <li>• Signed application forms submitted?</li> <li>• Consideration given to specified criteria prior to award decision?</li> <li>• Conflict of interest procedures followed?</li> <li>• Records kept as specified?</li> <li>• State of Committee report presented to Monthly Meeting with specified information?</li> </ul>		<p>Annually or as needed</p>	<p>April 2011</p>	<p>Quaker Activities Assistance Committee and the Treasurer</p>

<p>Section 4a.v. Travel and Training</p> <ul style="list-style-type: none"> <li>• Were expenses either (1) for an officer (or official representative) OR (2) if for other persons through a committed fund or Available Excess, were expenses brought for approval of Business Meeting?</li> <li>• Were receipts provided?</li> </ul>		As needed		<p>Finance Committee and/or Treasurer</p> <p>Treasurer</p>
<p>Section 4a.vi. Memorial Funds</p> <ul style="list-style-type: none"> <li>• 20% spent each year?</li> <li>• If not, develop plan to correct</li> <li>• Should the fund be laid down?</li> </ul>		October, 2011	Review end of fiscal year	Finance Committee
<p>Section 5a. New Horizons Preschool</p> <ul style="list-style-type: none"> <li>• Update/determine new rent</li>   <li>• Get Certificate of Insurance</li> </ul>		<p>Rental contract every 3 years: 2011, 2014, etc.</p> <p>Certificate of Insurance on or around 10/13 each calendar year</p>	<p>Rental contract: Begin Nov/Dec of prior year and present by February with effective date of 9/1.</p> <p>Contact New Horizons if Certificate of Insurance not received</p>	Finance Committee
<p>Section 5b. Boulder County Elections</p> <ul style="list-style-type: none"> <li>• Get letter or contract signed</li> <li>• Get Certificate of Liability</li> <li>• Collect \$100 rent from Board of Elections</li> <li>• Go over our rules for the building with the Supply Judge</li> <li>• Ensure that the building is left locked and clean</li> </ul>		Prior to all Boulder County elections	Next scheduled election.	Calendar Coordinator

<p>Section 5c. Other (including Waiver/Release and Usage Rules)</p> <ul style="list-style-type: none"> <li>• Annual committee reports in open records file</li> <li>• Inspect Meeting files for conformance to Open Records Policy</li> </ul>		April, each year		Associate Clerk/ Archivist  Archivist
<p>Section 6: Have competitive insurance bids been solicited?</p> <ul style="list-style-type: none"> <li>• If so, is Boulder Meeting still with competitive carrier, particularly with regard to building/liability amounts?</li> <li>• Have specifics been reviewed to determine if Meeting has appropriate coverage?</li> <li>• Is Officer/Director insurance appropriate? Changes?</li> <li>• Do flood building/contents coverage amounts need to change?</li> <li>• Is the decision to carry/not carry Worker's Comp current?</li> </ul>		Summer, 2011          September, each year	Review every 3-5 yrs          Do we have employees?	Finance Committee
<p>Section 7a: Investment Policies - Meeting</p> <ul style="list-style-type: none"> <li>• Review performance compared to Meeting Statement of Investment Policies and Objectives</li> <li>• Report to Business Meeting and Minute the review</li> <li>• Review fiduciary responsibilities</li> </ul>		Annually, by March       Annually, in May		Finance Committee
<p>Section 7b: Investment Policies – HEF</p> <ul style="list-style-type: none"> <li>• HEF Policy completed? UNRESOLVED</li> </ul>		Annually		Finance Committee? Higher Ed?
<p>Section 8 Rental Income &amp; Building usage</p> <ul style="list-style-type: none"> <li>• Review how the building has been used <ul style="list-style-type: none"> <li>◦ Are New Horizon's needs being met?</li> <li>◦ Were there any issues arising from other usage?</li> <li>◦ Are usage fees keeping up with cleaning/maintenance costs?</li> </ul> </li> <li>• Make adjustments as needed</li> </ul>		July	July 2013	Building & Grounds Committee in coordination with Calendar Coordinator & New Horizons liaison

<p>Other:</p> <ul style="list-style-type: none"> <li>Review this manual and Oversight Schedule and revise as needed; appoint ad hoc committee if needed</li> </ul>		Every 3 years	April 2014	Clerk, Associate Clerk
<ul style="list-style-type: none"> <li>Monitor emergency preparedness (flood, fire, medical)</li> <li>Perform inspections</li> </ul>				Building and Grounds
<ul style="list-style-type: none"> <li>Review RE Coordinator's performance, written report of activities, and salary</li> <li>On-going supervision of RE Coordinator</li> <li>If hired, supervision of Bookkeeper, performance, salary, etc.</li> </ul>		Annually, in April or May	Start Date: 2011	RE Committee; Assoc. Clerk to provide oversight  RE Committee  Finance Committee