

## **BC Non-Profit Housing Association**

**POLICY:** Investment Policy Statement  
**TYPE:** Financial  
**APPROVAL:** Board of Directors  
**DATE REVISED:** July 9, 2015  
**APPROVED:**

### **Section I – Introduction**

- 1.1 This statement of investment policy (the "Policy Statement") applies to the assets (the "Fund") accumulated by B.C. Non-Profit Housing Association ("Association") for the purpose of maintaining and preserving its ongoing business operations and financial contingencies.
- 1.2 The purpose of this Policy is to establish investment principles and guidelines appropriate for the purposes for which the Fund is maintained.
- 1.3 Any external investment manager (the "Manager") or other agent or advisor providing investment services for the Fund shall accept and adhere to this Policy.

### **Section II – Administration**

- 2.1 The Board has delegated responsibility for the Fund management to the Finance Committee. The Finance Committee has the following responsibilities:
  - (a) Developing investment policy and amendments.
  - (b) Establishing investment management structure and selecting investment programs or managers.
  - (c) Monitoring investment results.
- 2.2 The activities of the Finance Committee will be reported to the Board by the Treasurer.
- 2.3 All investment decisions must consider BCNPHA's ownership position in Encasa Financial Inc. Notably, in addition to investment income, Encasa investments return revenue to BCNPHA through an additional fee arrangement, through equity dividends, and through increased value of the asset.

### **Section III – Fund Overview**

- 3.1 It is the Association's responsibility to ensure that sufficient financial resources exist to properly service and maintain its ongoing business operations and financial contingencies.

# Sample Policy And Procedure Manual For Non Profit

**Ronald A. Landskroner**



## **Sample Policy And Procedure Manual For Non Profit:**

**Model Policies and Procedures for Not-for-Profit Organizations** Edward J. McMillan, 2008-03-28 What every not for profit must know about accounting tax and reporting requirements In the challenging world of not for profit management executives are held responsible for virtually every aspect of their organization s activities such as legal issues marketing lobbying editorial membership operations budgeting and of course finance For one person to be an authority in every area however is virtually impossible Completely revised and expanded the Fourth Edition of this invaluable tool is useful as a guide to nonprofit accountants financial managers and executives new to the area of financial management Addressing the accounting internal control and office administration issues that confront executives in nonprofit organizations this book Helps professionals develop formal policies in accounting and finance Shows how to strengthen an organization s financial procedures while assuring board members that they are meeting fiduciary responsibilities Provides more than 200 sample policies and forms both in the book and on the accompanying Web site offering downloadable and customizable versions of those forms Covers major topics including accounting and financial policies office administration policies and internal control and risk reduction policies Contains dozens of new model accounting and financial policies and forms covering Sarbanes Oxley issues codes of ethics identity theft fraud binding arbitrations compensation committees new bank rules fiduciary obligations of board members and many more topics Model Policies and Procedures for Not for Profit Organizations Fourth Edition offers provocative strategies for financial management and serves as a road map to sound fiscal and organizational structure for nonprofit organizations **The Nonprofit Manager's Resource Directory** Ronald A.

Landskroner, 2002-04-30 A newly revised and updated edition of the ultimate resource for nonprofit managers If you re a nonprofit manager you probably spend a good deal of your time tracking down hard to find answers to complicated questions The Nonprofit Manager s Resource Directory Second Edition provides instant answers to all your questions concerning nonprofit oriented product and service providers Internet sites funding sources publications support and advocacy groups and much more If you need help finding volunteers understanding new legislation or writing grant proposals help has arrived This new updated edition features expanded coverage of important issues and even more answers to all your nonprofit questions Revised to keep vital information up to the minute The Nonprofit Manager s Resource Directory Second Edition Contains more than 2 000 detailed listings of both nonprofit and for profit resources products and services Supplies complete details on everything from assistance and support groups to software vendors and Internet servers management consultants to list marketers Provides information on all kinds of free and low cost products available to nonprofits Features an entirely new section on international issues Plus 10 bonus sections available only on CD ROM The Nonprofit Manager s Resource Directory Second Edition has the information you need to keep your nonprofit alive and well in these challenging times Topics include Accountability and Ethics Assessment and Evaluation Financial Management General Management

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The Nonprofit Management Handbook Tracy D. Connors, 1993 Take the trial and error out of nonprofit management by drawing on the experience of top nonprofit experts Now in paper Imagine being able to sit down and talk shop with fund raising professionals legal experts management consultants and nonprofit executives Think of all the exciting management ideas you could walk away with ideas that could help you run your nonprofit organization more efficiently and effectively That is precisely what you ll find here What direction should you take your nonprofit What are the best ways to implement change How can you fulfill your public service mission in the face of dwindling resources and a more competitive environment This book confronts tough questions like these along with many other vital issues facing nonprofits Never before

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**Model Accounting and Financial Policies & Procedures Handbook for Not-for-profit Organizations** Edward J. McMillan,1999 **Profits for Non-profits** Nancy Kirk,2005-11-01 Learn how to manage your non profit gift shop whether you are managing a hospital gift shop zoo or museum shop or any kind of non profit entity Nancy Kirk former gift shop manager has written the ultimate guide to running a successful non profit gift shop Learn how to minimize efforts to maximize profits regardless of whether you are opening a new gift shop or running an existing gift shop Learn how your gift shop s profits can really make a significant impact on the philanthropic causes of any non profit organization Make a real contribution with profits from volunteer operated gift shops This book shows you how in simple easy to understand steps complete with ready to use forms Anyone running a hospital gift shop a gift shop in a zoo a local library gift shop or gifts shops in municipal parks or museums gift shops will find valuable information in this easy to read 244 page how to guide

**Accounting Policies and Procedures Manual** Steven M. Bragg,2007-09-17 Now in a fifth edition Accounting Policies and Procedures Manual A Blueprint for Running an Effective and Efficient Department is a how to guide on creating an effective and efficient accounting department policies and procedures manual Written by Steven Bragg the foremost authority in accounting and controllership issues the new edition includes A new complimentary Web site providing readers with the foundation for creating or enhancing their accounting department policies and procedures manual More coverage of accounting procedures including inventory billing cash receipts pricing order entry credit collections sales returns capital budgeting cash forecasting payroll and closing the books Accounting Policies and Procedures Manual is the tool every accounting department needs to regularize and systematize its procedures to match the best in the industry

**Nurse-Managed Wellness Centers** Tine Hansen-Turton,Philip Greiner,Mary Ellen Miller,Ann Deinhardt,2009-03-16 Meaningful candid honest and visionary This guide will get you started and keep you moving forward A n excellent tool for any advanced practice nurse faculty member or student who wants to practice in the community Susan Sherman President Independence Foundation From the Foreword Wellness centers continue to play a key role in enhancing access to health care and providing high quality care for patients Nurse Managed Wellness Centers serves as a step by step guide to starting and sustaining an effective wellness center whether non profit or academic Written for nurse and health care leaders nurse educators and students this book demonstrates how to develop centers that provide important health promotion and disease

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Productivity in Public and Non Profit Organizations Evan M. Berman,1998-03-10 This book provides an overview and assessment of state of the art strategies for performance and productivity in public and non profit organizations It is research based and draws on real cases Topics include rationales for productivity and performance improvement evolution of productivity improvement strategies for implementing improvement analytical tools strategic planning organizational information technologies TQM benchmarking partnering re engineering project management strategies and people based productivity improvement strategies

**Nonprofit Financial Management** Charles K. Coe,2011-05-12 A timely practical and concise handbook of best practices for nonprofit financial management In 2010 an estimated 325 000 charities membership groups and trade associations with small nonprofits disproportionately represented stand to lose their tax exemptions for failure to comply with financial management requirements Nonprofit Financial Management A Practical Guide is a timely functional and concise handbook of best practices for nonprofit organizations of every size Addresses federal reporting requirements and discusses methods to decrease expenses ensure accounting control increase revenues through professional cash management and understand budget statements Explains how to read financial statements and analyze a nonprofit s financial condition by using the most recent IRS 990 reporting form Covers the full range of financial management topics including accounting internal controls auditing evaluating financial condition budgeting cash management and banking purchasing and contracting borrowing and risk management Written in an easy to read style with more than 100 exhibits this book is essential for every nonprofit financial manager

**The Handbook of Nonprofit Governance** BoardSource,2010-04-16 THE HANDBOOK OF NONPROFIT GOVERNANCE From BoardSource comes The Handbook of Nonprofit Governance This comprehensive resource explores the overarching question of governance within nonprofit organizations and addresses the roles structures and practices of an effective nonprofit The Handbook of Nonprofit Governance covers the topics that are of most importance to those charged with creating and sustaining effective leadership including building a board succession planning policies financial oversight fundraising planning strategic planning processes risk management and evaluation of the board CEO and organization Praise for The Handbook of Nonprofit Governance This is the first book I ve found that covers the topic of governance from A to Z I know what I ll be assigning the students in my governance class as a textbook next semester TERRIE TEMKIN founding principal CoreStrategies for Nonprofits Inc BoardSource has prepared an exceptional resource for nonprofit boards and leaders This comprehensive volume offers timely

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The Practical Guide to Managing Nonprofit Assets William F. Schneider, Robert A. DiMeo, Michael S. Benoit, 2005-03-18 The authors have provided an interesting and helpful resource to understand and manage the nonprofit organization's investments I believe that this book should be in the library of all nonprofit practitioners that are concerned about prudent stewardship Jim Croft PhD Vice President Finance and Administration The Field Museum Chicago Illinois This book is a straightforward well written guide to the strategies and administration of investment assets of nonprofit institutions It relies on the principles of modern portfolio theory in emphasizing asset diversification performance measurement and careful manager selection It debunks much of what passes for investment advice in the popular media To their credit the authors describe the challenges factors and actors in the investment industry from the perspective of the individuals and committees charged by nonprofit institutions with investment oversight responsibility John E Allerson Senior Vice President Finance and Operations and Chief Financial Officer Roosevelt University Chicago Illinois I would consider this book Investments 101 for anyone who deals with overseeing investments of a company whether it is a profit or nonprofit Yet at the same time it would help all investors small or large in dealing with their own individual portfolios DiMeo Schneider Benoit et al have organized the book in such a way that each chapter deals with the very essence of how to structure an investment portfolio and how to look at the complex environment in an easy way Kevin Higdon Vice President of Finance Elkhart General Hospital Elkhart Indiana From modern portfolio theory to the role of the fiduciary The Practical Guide to Managing Nonprofit Assets provides trustees of nonprofit funds with a chapter by chapter explanation of what they should know to carry out their responsibilities For the uninitiated it creates a foundation for understanding investing in a difficult environment For the experienced it serves as a checklist of issues to be considered in exercising appropriate investment oversight Thomas H Hodges Executive Vice President Finance and Treasurer Evanston Northwestern Healthcare Evanston Illinois

*Policy Matters* Clive Robertson, 2006 In this book Clive Robertson examines the subject of arts administration through the three major topics of artist run culture as movement and apparatus custody battles with at the Canada Council and Carings for art and culture Includes interviews with Paule Leduc Roch Carrier Edythe Goodriche and Bruce Russell From Art Metropole website viewed 23 May 2018

**Managing Human Resources in North America** Steve Werner, 2012-08-21 This unique text covers the key issues in North American human

resources today Providing an overview of new and emerging issues in North American Human Resource Management HRM the chapters are divided into three parts The first part examines how changes in the business environment have affected HRM the second part looks at topics that have escalated in importance over the last few years and the third analyzes topics that have recently emerged as concerns Each chapter is authored by a leading figure in the field and features case vignettes to provide practical illustrations of the points in hand The chapters also conclude with guidelines to help HR professionals deal with the issues raised A Companion Website featuring online lecturer and student resources is available for this text and can be visited at [www.routledge.com/textbooks/0415396867](http://www.routledge.com/textbooks/0415396867) Managing Human Resources in North America is a core text for current issues in HRM courses in North America and a supplementary text for students studying international HRM in other countries It will be invaluable reading for all those studying HRM in North America or currently working in the field

**Human Resource Policies and Procedures for Nonprofit Organizations** Carol L. Barbeito, 2004-10-06 Get the tools you need to build a successful human resource management system Learn about organizational policies and procedures nondiscrimination affirmative action recruitment hiring termination compensation supervision employment conditions administration and volunteer policies the framework for developing a comprehensive human resource management system for paid employees volunteer workers and outsourced work This practical guide has handy features like a customizable CD ROM full of sample policies procedures and forms that can be easily adapted to individual nonprofit organizations of any size and it uses checklists extensively enabling you to perform a step by step implementation of a complete up to date human resource management system Community and Nurse-Managed Health Centers Donna L. Torrissi, 2005-06-03 Designated a Doody's Core Title Winner of an AJN Book of the Year Award A National Nursing Centers Consortium Guide This book provides a step by step guide to starting and sustaining a community health center with an emphasis on nurse managed centers The authors share their firsthand knowledge with readers including information on developing a mission statement pulling together an advisory board writing a business plan and getting funding The process for obtaining Federally Qualified Health Center Status and thus federal funding is described Of great value is the book's Appendix which provides very useful examples They include sample bylaws a full policy and procedure manual physician and nurse practitioner collaborative agreements job descriptions a contract with a local agency and outcome and assessment guidelines Donna Torrissi is the founder of The Family Practice and Counseling Network in Philadelphia which provides primary health services to public housing residents Tine Hansen Turton is the Executive Director of the National Nursing Centers Consortium For Further Information Please Click Here *Technology Best Practices* Robert H. Spencer, Randolph P. Johnston, 2003-02-03 Offers access to [www.technologybestpractices.com](http://www.technologybestpractices.com) web site containing sample planning templates contingency plans policies annual inventory worksheet and Help Desk Includes strategic technology planning and managing and training techniques Shows how to apply technology tools to improve business Managing the Ministry Jody Dean, 2024-08-01 In Managing the



Ministry A Practical Guide for Church Administration Jody Dean provides an up to date and accessible guide to church operations

*Not-for-Profit Accounting, Tax, and Reporting Requirements* Edward J. McMillan, 2010-05-25 What every not for profit must know about accounting tax and reporting requirements Combining the proven guidance of the previous bestselling edition with all of the latest regulatory information Edward McMillan delivers a one stop reporting resource for not for profits in Not For Profit Accounting Tax and Reporting Requirements Second Edition McMillan s step by step guide helps your not for profit apply for tax exempt status handle IRS audits set up a wholly owned taxable subsidiary anticipate tax implications of lobbying expenses and perform a host of other functions All new coverage of the basics of complying to the new Form 990 New discussions on political action committees new lobbying issues grant accounting and complying with OMB Circular A 122 and Yellow Book accounting fiduciary responsibilities of boards and staff and much more Contains dozens of checklists sample letters and illustrative charts demonstrating how to apply the principles and requirements described A peerless reference for this dynamic field Not for Profit Accounting Tax and Reporting Requirements Second Edition gives your nonprofit a straightforward guide to simpler financial structure and reporting obligations

**Model Policies and Procedures for Not-for-Profit Organizations** Edward J. McMillan, 2004-03-29 The completely revised and expanded third edition of Model Accounting and Financial Policies Procedures Handbook will help nonprofit executives strengthen their organization s financial procedures while assuring board members that they are meeting fiduciary responsibilities This process is streamlined by the more than 150 sample policies and forms included both in this book and on the accompanying web site offering downloadable and customizable versions of those forms Major topics include internal financial statement forms a chart of accounts and accounting and financial policies and procedures manual a glossary and a full index

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