

Northwest Association of College and University Housing Officers Financial Operating Principles

Mission Statement

NWACUHO exists to meet the needs of diverse membership by providing services and opportunities for professional development and collegial fellowship.

Key Process Statement

NWACUHO provides funding for various programs on a regional, national, and international level, including scholarships and reduced rates for conferences and professional development activities, publications, committee work, and recognition. Association reserve balances will be reviewed annually by the Financial Advisory Committee.

Financial Principles

NWACUHO is a non-profit organization that will utilize sound business practices in all transactions. The Association will strive to develop a fiscally responsible budget that reflects the values of NWACUHO. The Association makes revenue through membership fees, conference activities and related actions. The Association will generate enough revenue to meet annual operational expenses and maintain reserve balances.

Financial Advisory Committee

The purpose of the Financial Advisory Committee is to make recommendations to the Executive Committee regarding the Association's financial resources and long-range investment plan, and to offer guidance to the Association on effective business operations strategies.

Performance Standards

- Each autumn business meeting the Treasurer with the assistance of the Financial Advisory Committee will prepare a draft budget for the next fiscal year. This draft budget shall be submitted to the Executive Committee for discussion at the autumn business meeting. Based on this discussion and approval of the Executive Committee, the Treasurer will then prepare the annual budget to be presented at the annual conference business meeting.
- The Association's finances shall be reviewed each year by the Financial Advisory Committee. A report shall then be presented to the Executive Committee annually at the autumn business meeting.
- Investment recommendations are presented to the Executive Committee for consideration. Association approval is needed if a significant change is proposed from the established financial plan and investment philosophy.

The Association shall maintain two reserve accounts, one for unforeseen operating expenses, and one for the long-term financial security of the organization.

Performance Standards

- The Association generates income primarily four ways: member institution dues, exhibitor fees and donations, conference revenues, and investment revenues.
- The Association shall maintain an Operations Reserve Account, equal or greater to 1:25 of the annual operating expenses. The fund will be established at \$15,000. The

Operations Reserve Account is intended to provide necessary funds for unforeseen expenses which could not be met with operating budget resources.

- The Association shall maintain a Long-Range Reserve Account, no less than \$45,000. The Long-Range Reserve Account is intended to ensure the long-term financial stability of NWACUHO, as well as to protect NWACUHO and its members from any unforeseen emergencies or natural disasters.

The Association will maintain oversight responsibility for annual conference activities and/or workshops sponsored by the NWACUHO to ensure that the host school(s) meets all financial obligations incurred.

Performance Standards.

- The Executive Committee shall provide the annual conference host committee a budget outline to assist in the planning and organization of the conference.
- The Financial Advisory Committee, in conjunction with the Conference Host Committee, will recommend to the Executive Committee the amount of revenue necessary for the annual conference to generate to ensure the financial goals and operations of the Association are maintained.