

June 24, 2009

Board Policy Resolution 2009-001

Re: Clubhouse Funds

The policy of the BellaVita Board of Directors is as follows:

1. Provide a \$200 petty cash fund for use by the Clubhouse Manager for incidental expenses. The Clubhouse Manager is charged with the responsibility of maintaining the funds and all supporting receipts; requesting reimbursements at least monthly for any amounts used; and providing supporting documentation, including receipts and explanation of business purpose for expenditures.
2. Provide a \$500 per transaction approval authorization to the Clubhouse Manager for routine, customary expenses to satisfy the day-to-day operations of the organization. Any purchases above the approved authorization limits will require approval of the Board of Directors.
3. Provide a credit card from a financial institution with a credit limit of \$5,000 to be used for incidental and maintenance purchases on behalf of the organization, in accordance with the approval authorization specified above.
4. Provide a Wal-Mart credit card for use by the Clubhouse Manager for routine, customary expenses at locations in which the financial institution credit card is not accepted. The Wal-Mart credit card is to be used only when the credit card cannot be used and in accordance with the approval authorization specified above.