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## PNHA POLICY 01–2005

SUBJECT: ANNUAL BUDGET

POLICY: The PNHA annual budget shall include a reserve of \$5,000.00.

RATIONALE: The Board of Directors deems it necessary to hold \$5,000.00 in reserve for unexpected emergencies that would not be covered by insurance.

Additionally, prudent accounting for and management of our assets dictates that we restrict the expenditures of some funds in the custody of the Treasurer for the following known circumstances:

1. The Treasurer deposits moneys paid in advance by residents who sign up for Special Activities (e.g. bus trips, etc) and then disburses the funds when billing for the activity is received. Therefore, there is always some amount of money in the PNHA bank account that is either pending receipt of a bill or, in the case of an activity that has been cancelled, must be refunded. This money is not available for other use and should be shown as “reserved”.
2. Newsletter ads are paid for in advance; some of our advertisers pay as much as a year in advance. Thus we have an obligation to either publish the ads in the future or refund the money. Until the money is earned (i.e. the ads are published), these funds should be shown as “reserved”.

Date Approved: February 16, 2005

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## PNHA POLICY 02–2005

SUBJECT: PNHA SUPPORT FOR MEMBERSHIP SOCIAL ACTIVITIES

POLICY: Some association funds are available for use in support of PNHA Committee activities. The annual Picnic and the annual Holiday Dinner-Dance are the primary recipients, since they are the two most heavily attended community-wide events. Other activities may receive support upon request and subsequent approval by the PNHA Board.

RATIONALE: The PNHA membership is a very active group and is involved in numerous and varied activities. The Association does not have sufficient funds to fully support all of these activities. The annual Picnic and the annual Holiday Dinner-Dance are the two most widely attended events held by the community. Thus supporting them benefits the largest part of the membership. Both events also clearly promote the Association’s objective to improve community and civic spirit and to foster goodwill and friendship among all residents. Other Committee activities may receive some support when requested and approved by the PNHA

Board. For example the Association helps some clubs by paying for rental of meeting spaces. Special equipment needs may also be considered.

Date Approved: April 13, 2005

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## PNHA POLICY 03–2005

SUBJECT: ADVERTISING IN MEMBERSHIP DIRECTORY

POLICY: The annual Membership Directory shall contain no paid advertising.

RATIONALE: It is desirable to keep the Membership Directory clean of extraneous material; therefore it shall contain no paid advertising. Should space permit, advertising membership activities is permitted. Paid advertising should be published in the Newsletter.

Date Approved: February 16, 2005

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## PNHA POLICY 04–2005

SUBJECT: MEMBERSHIP DUES

POLICY: Annual membership dues are Twenty Dollars (\$20.00) per lot or household. The membership year is from June 1 through May 31. If dues are paid by new property owners after January 1, membership will be granted for the remainder of that year and the entire next membership year.

RATIONALE: It is desirable to enroll new families into the Association as soon as possible after they move into the community. This policy encourages those who arrive after January 1 to immediately join the association rather than waiting until after June 1. It will also preclude having to pro-rate dues on a monthly basis.

Date Approved: February 16, 2005

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## PNHA POLICY 05 – 2005

SUBJECT: ELIGIBILITY FOR INCLUSION IN THE MEMBERSHIP DIRECTORY

POLICY: Membership dues must be paid by July 10 in order for the member to be included in the new Membership Directory.

RATIONALE: The July 10th date provides sufficient time following the final notice in the June Newsletter for residents to remit their dues and avoid termination of their membership privileges.

Date Approved: February 16, 2005

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## PNHA POLICY 06 – 2005

SUBJECT: ENDORSEMENT OF CHARITIES

POLICY: PNHA does not endorse nor support any specific charitable organization.

RATIONALE: In order not to show partiality to any of the numerous charities seeking funds and/or support, the Association will not endorse any particular one. Individual members are free to support those of their choice and are encouraged to do so.

Date Approved: February 16, 2005

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## PNHA POLICY 07–2005

SUBJECT: SOLICITING AT GENERAL MEMBERSHIP MEETINGS

POLICY: PNHA General Membership Meetings shall not be used as a forum to advertise or promote commercial products. However, experts in selected areas may be asked to speak on related topics if it is deemed to be in the general welfare of the membership, with the stipulation that no specific products or services shall be promoted at the meeting.

RATIONALE: The purpose of General Membership Meetings is to further the goals of the organization and not to facilitate commercial enterprises.

Date Approved: February 16, 2005

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## PNHA POLICY 08–2005

SUBJECT: FINANCIAL ACCOUNTING FOR PNHA ACTIVITIES

POLICY: All receipts and expenditures relating to PNHA-sponsored activities which are funded, wholly or in part, by PNHA generated revenues shall be reflected in the PNHA books, supported by the appropriate documentation.

RATIONALE: PNHA funds are disbursed to provide direct support to the annual Christmas Party, the annual Picnic, and other committee activities when so warranted. We need to be able to provide our membership specific information as to the receipts and expenditures connected to these activities. Funds are also received from the Special Activities Committee and other functions for banking and disbursement. We need to account for those funds even though we do not control how they are spent. There are many other Penn National activities involving money that do not use PNHA funds, i.e., the Men's Luncheon, Ladies Luncheon, Community Outreach, etc. Since no PNHA generated funds are involved in these activities and no funds are received by the Treasurer, reference to these activities within the PNHA bookkeeping system will not be required nor will they be part of the annual audit process.

Date Approved: February 16, 2005

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## PNHA POLICY 09–2005

SUBJECT: INVENTORY OF EQUIPMENT PURCHASED BY PNHA

POLICY: The PNHA Board of Directors shall maintain an up-to-date inventory of equipment purchased by the Association, justification for its purchase, and the individual(s) to whom it is assigned. This inventory will be kept with the Secretary's records.

RATIONALE: Occasionally the PNHA Board of Directors approves the purchase of equipment to support certain PNHA activities, such as a printer for the Publications Director. The Board must maintain an accurate listing of that equipment and its whereabouts.

Date Approved: April 13, 2005

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