

RESOLUTION OF THE RAINBOW BEND HOMEOWNERS ASSOCIATION

POLICY AND PROCEDURES FOR THE PETTY CASH FUND (ASSOCIATION EXPENSES AND FUEL PURCHASES)

Purpose of the Policy: To develop internal controls to protect the Petty Cash Fund.

The Rainbow Bend HOA Board of Directors has approved the following Procedures for the Petty Cash Fund (Non-Fuel):

1. The Petty Cash Fund for Fuel will be maintained by the Treasurer of the RBHOA and will not exceed \$600.00.
2. The Petty Cash Fund comprised of cash on hand and the amount of the receipts shall always equal \$600.00 and shall be kept in a marked envelope in the combination safe within the Patrol Office at the Rainbow Bend Clubhouse. Access to this safe is limited to the Board of Directors, the Patrol Employees, and the Management Company.
3. Payment from the Petty Cash Fund will be made to RBHOA Employees for purchases of Association items and for fuel purchases. Purchases are limited to a maximum of \$50.00 per transaction unless such expenditure has previously been formally approved by either approval from Management, or by the Board via majority vote at a Meeting of the Executive Board and/or approved by unanimous written consent in accordance with the Association's Bylaws Article V §5.5. Splitting a single purchase into multiple transactions to attempt to circumvent this transactional limit is not allowed.
4. Detailed Receipts will be kept for all Petty Cash Fund purchases. Receipts must include the date and location of transaction, the total amount of purchase, and any relevant notation(s) to explain better explain the item(s) being purchased and/or the intended use.
5. The Attached Petty Cash Fund Log will be completed by the Employee(s) accessing the Petty Cash Fund and reviewed at least once per month by the Treasurer.
6. Replenishment of the Petty Cash Fund will be completed in the following manner:
 - a. The Treasurer will review and verify the amount of cash on hand, the amount of the receipts, and the completeness of the Log.
 - b. As needed, the Treasurer will send a payment request to Management, including the receipts and Log. Originals will be forwarded to Management for official Association record keeping, and a copy will remain in a file at the Clubhouse Patrol Office.
 - c. After reviewing the request, Management will process the payment request following the same procedures as any other disbursement from the Operating Account.
 - d. Two Members of the Board of Directors that are authorized check signers (other than the Treasurer) will review the request prior to their approval of the replenishment check,

which will be made out in the name of the Treasurer.

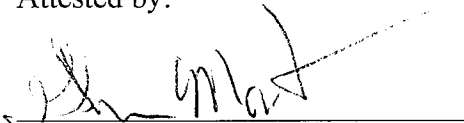
e. Management will ensure that the petty cash payment (whether by check or ACH) is received by the Treasurer in a timely manner.

f. The Treasurer will complete the necessary bank transaction(s) to obtain cash in the amount of the replenished check. The Treasurer will then deliver the cash to the Petty Cash Fund, noting the deposit amount on the Log, and again review the cash on hand and total of the receipts to verify that the Fund is equal to \$600.00 (with allowances made for transactions that take place between the time the request for funds is received and the replenishment of the funds is received.)

7. Accounting for all petty cash disbursements will be made within Generally Accepted Accounting Procedures (GAAP) guidelines.
8. The Petty Cash fund may be inspected by any Board Member and/or Management at any time.
9. If for any reason the Treasurer is not available to complete any of these procedures, the Board of Directors may temporarily delegate any other officer to fulfill the duties of this Policy.

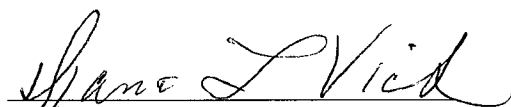
DATED THIS 26 day of August, 2025 as Approved By A Majority Vote of The Board Of Directors of The Rainbow Bend Homeowners Association.

Attested by:



President

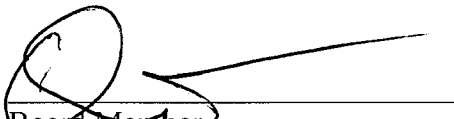
Secretary



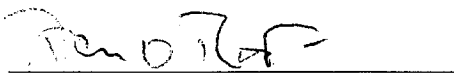
Vice President



Treasurer



Board Member



Board Member