

WOODHAVEN PROCEDURES

Procedure No. 3-6-4
Replaces Procedure No. 3-6-4

Revised: 12-23-15
Issued: 04-11-01

SUBJECT: Community Connections Funds

PURPOSE: To establish a procedure for allocating and record keeping of Community Connections funds and to carry out the mandate of Policy No. 3.

Each individual served in the Community Connections will be allocated a monthly amount for activities. The Accounting Office will provide a monthly cash amount that the assigned staff can check out in a lump sum or as needed.

A Community Connections Expense Log will be maintained to account for monies spent as the monies are spent.

On the 24th of the month, the Community Connections Expense Log, along with all change and receipts are to be turned in to Accounting. The following process should be followed:

1. Community Connections staff should write on every receipt, the individual's full name with middle initial, the staff names, name of business if it is not printed on the receipt, items purchased if the receipt does not identify each item and the date and time of the purchase should it not be printed on the receipt.
2. Upon turning in change and receipts to Accounting, the Accounting personnel will reconcile with staff the amount of change turned in.
3. The completed Community Connections Expense Log and receipts are to go to the Program Manager
4. The Community Connections Expense Log with receipts is to be reviewed by the Program Manager.
5. After reviewing for accuracy and completeness and signing the expense log, the Program Managers are to turn them in to Accounting no later than noon on the 10th day of the following month.

The review of the Community Connections Expense Log by the Program Manager should include:

1. Checking purchases for appropriateness
2. Checking the receipts as to acceptable items and reconciling total spent
3. Reconcile receipts and change to total monthly amount
4. Program Manager's signature and date.

The Program Manager's review will indicate that appropriate spending has taken place. The Program Manager will address any questionable spending, with the appropriate employee. The Program Manager will indicate on the Community Connections Expense Log if funds are due from an employee.

For employees who receive funds in smaller cash amounts, they must come to Accounting to check out funds.

Accounting will maintain a check-out sheet for any cash taken out and change received. A running balance for that month will be maintained for each Community Connections participant.

Approved by: _____
Chief Executive Officer

Date: _____

Attachments: Community Connections Expense Log