

ARDMORE ENTERPRISES, INC.

REVIEW AND ACKNOWLEDGEMENT OF MONEY MANAGEMENT PROTOCOLS FOR AGENCY AND CLIENT FUNDS

- A. A Request for Consumer Monies form is required for all goods and services to be purchased by residents, or by counselors on their behalf, and must be approved by the Residential Director.
 - 1) Residents may request funds for purchases directly through the CEO, Residential Director or Residential Coordinator, who will then complete the form. (Residential Counselors are encouraged to complete the form monthly to ensure the residents have access to their funds for activities throughout the month.)
 - 2) Checks may be made out to the individual, the vendor providing the goods or services, or the residential counselor.
 - 3) The purchase must be made and receipts submitted (with Expense Report attached) to the Accounting Manager for verification:
 - (a) Within five (5) business days for amounts of \$75.00 or more (purchases over \$75 must be personally verified by the program coordinator); or
 - (b) Within twenty (20) business days for amounts under \$75.00.
- B. The Accounting Manager reconciles individual's accounts after the 15th of the month by comparing ledgers to the monthly bank statements.
 - 1) Receipts are attached to cancelled checks.
 - 2) If any cancelled checks do not have matching receipts, the designated Residential Coordinator is notified for investigation and resolution.
- C. A Request for Payment is utilized by Program Coordinators for agency funds (to be used for grocery and household shopping). These checks are distributed every other Friday to the residential counselor(s) responsible to shop for the household.
 - 1) Receipts are to be returned (with Expense Report) by the second Tuesday following distribution of checks.
 - 2) Additional checks are written in the amount of receipts returned, up to the maximum amount allowed for the household (\$250 for homes with two clients, \$300 for homes with three clients, \$350 for homes with four clients)
- D. Staff wages may be garnished, at the discretion of the CEO, for missing receipts or money.

Be aware that the following inappropriate use of funds are grounds for disciplinary action:

- Using one individual's funds to make purchases for someone else
- "Borrowing" an individual's funds for anyone or any reason
- Failing to return receipts in the full amount of the check
- Failing to return receipts in a timely manner
- Receipts that are turned in, in which the items purchased are not identifiable

Be aware that the following practices are followed by Ardmore's accounting office:

- A log is maintained of all individual checks written to staff. A new check will not be written if receipts are not returned from a previous check. Periodically, coordinators will receive this log from accounting and require staff to return outstanding receipts.
- A log is also maintained for staff who spend money in excess of the amount of the check. When these monies add up to a notable amount, the accounting office will write a check to the staff member to reimburse the amount they have overspent. Any money over spent must not exceed \$25.00.

I understand that I am responsible for implementing fiscal practices throughout Ardmore's residential department as outlined in this document. I understand and agree that my wages will be garnished in the event that I become negligent in these fiscal protocols. I have reviewed, have had the opportunity to obtain clarification as needed, and agree to abide by the procedures outlined in this document.

Signature of Employee	Printed Name of Employee	Date
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Witness		Date

cc: Personnel file