



Reimbursement Policy and Procedure

Created: September 23, 2019,

Date approved by Board of Directors: October 22, 2019

Purpose:

To provide staff a set amount of money (\$75 subject to change) to be used for small monthly purchases for program supplies that enrich the daycare environment or for the implementation of an activity.

Procedure:

Staff responsibilities:

1. Staff purchases are itemized on a reimbursement sheet by the program staff which is located in the Room's Reimbursement of funds book.
2. If the item is not identifiable on the store receipt, staff will list the item purchased directly on the receipt to ensure transparency of purchases
3. Staff include all taxes for purchases and deduct any personal purchases made on the receipts
4. Staff include receipts of purchases for reimbursement with their petty cash book
5. If receipts are lost then staff must verify purchase with Supervisor who signs off on purchase, but acceptance of lost receipt only allowed twice per year
6. Staff submit petty cash book and receipts to supervisor the first Monday of the last week of the month,
7. If reimbursement is required sooner than at the end of the month by the staff member, they may submit receipts to the supervisor at least five days before payroll is submitted.
8. If staff are delayed in submitting receipts to Supervisor then time line listed below will not be adhered to
9. Staff indicate on reimbursement sheet to whom the check is to be made out to
10. Staff can carry over unused amounts for one month, but balance must be cleared by the second month
11. Staff cannot carry over an unused amount from one year to another
12. Use of funds to purchase gifts for parents must not exceed \$120 per year from the reimbursement cash funds
13. It is the responsibility of the program staff to reimburse the coworkers for any receipts that have been paid to the payee of the check
14. Donations to program are listed at the back of the reimbursement book for inventory purposes

Supervisor Responsibilities:

1. Supervisor reviews purchases and confirms purchases with the staff/program
2. Supervisor reviews receipts to ensure accuracy, and deducts purchases from tally carried over
3. Supervisor submits receipts to Executive Director within 3 days of receiving receipts from staff

Executive Director Responsibilities:

1. Reviews calculations and reimburses staff through the SMART accounting program.
2. Expenses are charged to the corresponding expense line in the budget
3. Reimbursement checks are signed by the Executive Director and signing authority on the board.
4. Reimbursement checks that are made out to the Executive Director are signed by the Signing authority supervisor and a Board member
5. Reimbursement checks are placed in the staff's program box within two weeks of submitting receipts to Supervisor



Policy and Procedure Review:

This policy and procedure will be reviewed and signed off by all employees before recommencing employment, and at any time changes are made.

I acknowledge receipt of Orde Day Care **Reimbursement Policy and Procedure**. I understand it is my responsibility to read, understand, and comply with the **Reimbursement Policy and Procedures**. I understand that if I have questions, at any time, regarding these Policies and Procedures, I will consult with my immediate supervisor.

Please read the **Reimbursement Policy and Procedure** carefully to ensure that you understand the policy before signing this document

Staff Name:	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date: