



Circle of Care, Inc. Financial Guidelines

INTRODUCTION

The financial accounting for the Circle of Care, Inc. is centralized. In accordance with the decision of the COC Board of Directors, an independent outside CPA firm is engaged to perform and supervise its accounting and financial functions. Monthly financial statements are prepared under the supervision of at least one Certified Public Accountant. When questions arise regarding program specific accounting matters, the program site is contacted for clarification. Each program site has the responsibility to bring to the attention of the Circle of Care any questions concerning the financial records.

Non-profit accounting is utilized for the Circle of Care. The financial statements report amounts for each of three classes of net assets (permanently restricted net assets, temporarily restricted net assets, and unrestricted net assets) as well as total net assets. The three net asset classes are based solely on the existence or absence of donor-imposed restrictions. As discussed below, board-designated limitations on the use of unrestricted net assets are permitted to be disclosed.

Permanently restricted net assets result from contributions whose use is limited by donor-imposed stipulations that neither expire by passage of time nor can be fulfilled or otherwise removed by the Circle of Care's actions. Temporarily restricted net assets result from contributions whose use is limited by donor-imposed stipulations that either expire by passage of time or can be fulfilled and removed by actions of the COC pursuant to these stipulations. Net assets are temporarily restricted for various purposes, such as use in future periods or use for specified purposes.

In the absence of donor-imposed restrictions, net assets are classified as unrestricted. Pursuant to paragraph 16 of FASB Statement No. 117, the Circle of Care is permitted to disclose self-imposed limitations on the use of unrestricted net assets (such as the board-designated unrestricted trust) in the notes to the financial statements or on their face, provided that total unrestricted net assets are displayed.

The Circle of Care prepares its financial statements in accordance with generally accepted accounting principles on the accrual basis of accounting, recording receipts and disbursements in the period to which they apply rather than when they are received and disbursed.

The Circle of Care is exempt from income taxes under IRS code section 501(c) 3. The preparation of all tax reports, taxes, and the annual audit are the responsibility of the COC. All original records are kept at the Conference Headquarters for permanent storage and to facilitate the audits, 1501 NW 24, OKC, OK.

Sarbanes-Oxley Act: Although not legally required to follow the Sarbanes-Oxley Act, the Circle of Care feels that the act demonstrates "Best Practice" in regards to non-profit

management and therefore makes all reasonable efforts to comply with its requirements and sets this Act as a Best Practice guideline. Any employee has a right and obligation to report any false, wasteful, or perceived mis-use of resources or other financial misconduct. If, for any reason, an employee does not feel comfortable reporting questionable conduct to his/her supervisor, that employee may make the report verbally or by electronic mail to the Human Resource Coordinator. Any employee who makes such a report in good faith shall be protected from any disciplinary or retaliatory behavior from management. (Reference Personnel Policy page # 11)

Open Door Policy: To promote a harmonious working environment, we encourage all employees to address concerns directly to his/her supervisor. If, however, an employee does not feel safe in addressing his/her supervisor or if the concern or complaint directly concerns that supervisor, the employee may bring that concern to the next person in the supervisory chain or to the Coordinator of Human Resources or to the President/CEO. Any employee who makes such a report in good faith shall be protected from any disciplinary or retaliatory behavior from management. (Reference Personnel Policy page # 11)

INCOME/EXPENSE & FUND TRANSFERS

The following are line items on our financials and a brief explanation of the type of receipt, disbursement or transfer that are included in each item.

INCOME ACCOUNTS

CONTRIBUTIONS

Includes only amounts received for which the donor derives no direct tangible benefits from the Circle of Care. They are, therefore, to be distinguished from membership dues, program service fees, and special events, all of which are payments made in return for tangible benefits.

GIFTS IN KIND

Donated noncash assets are recorded at their estimated fair market value at the date of donation.

SPECIAL EVENTS

Reflects support and incidental revenue derived from all of the Circle of Care's special fund-raising events. These are events in which something of tangible value is provided to donor participants or designees for a payment that includes a contribution adequate to yield revenue for the COC over and above direct expenses.

MEMORIALS AND HONORS

"Contributions" are specifically given in memory of or in honor of specific individuals or events.

SPONSORSHIPS

Donations from sponsors to be used for the general support for all residents.

APPORTIONMENTS

Apportionment revenue received from the Oklahoma Annual Conference, The United Methodist Church.

UNITED WAY FUNDING

All allocations, appropriations, and other forms of financial support received or receivable from United Way and federated fund-raising organizations.

DHS CONTRACTS

All support and revenue received from the State of Oklahoma Department of Human Services.

MISCELLANEOUS INCOME

Consists primarily of oil and gas royalties, vending machine revenue, facility rental income, insurance proceeds and revenue not otherwise classified.

SALES TO PUBLIC

Sales of program-related publications and materials to the general public are reported gross. Sales of items to the general public are reported net of identifiable related expenses.

INVESTMENT INCOME

Consists primarily of bank account interest and income from the Clara Burrow Trust held at the Bank of Oklahoma.

GAIN / LOSS ON ASSET SALES

Gains and losses (net) on the disposition of fixed assets.

FOUNDATION DRAW

Distributions from the unrestricted trust used to offset operating deficits.

INTERFUND TRANSFERS**TRANSFERS FROM TEMPORARILY RESTRICTED**

Distributions from temporarily restricted net assets to offset temporarily restricted expenses recorded in the expense accounts listed below, i.e., to be used for current operations.

TRUST INCOME

Distributions from the unrestricted trust to be used for current operations.

MINERAL TRANSFERS

Distributions from permanently restricted net assets to be used for current operations.

EXPENSE ACCOUNTS**PERSONNEL**

Salaries and wages earned by the Circle of Care's regular employees (full-or part-time), other than consultants and other persons engaged on an individual contract basis. This category includes employee recognition expense.

EMPLOYEE BENEFITS

Amounts paid and accrued by the Circle of Care under its health and retirement benefit plans.

PAYROLL TAXES

Employer's share of Social Security and Medicare payments.

PROFESSIONAL FEES

Fees and expenses of professional practitioners and consultants who are not employees of the Circle of Care and are engaged as independent contractors for specified services on a fee or other individual contract basis.

SUPPLIES

Cost of materials, appliances, and other supplies used by the Circle of Care.

TELEPHONE

All telephone, fax, and similar expenses.

POSTAGE

Postage, parcel post, express mail, trucking, and other delivery expenses, including shipping materials.

OCCUPANCY

All costs arising from the Circle of Care's occupancy and use of owned or leased land, buildings, and offices. This excludes costs associated with housing but reported in other object categories – e.g., salaries, depreciation on buildings, insurance.

EQUIPMENT REPAIRS/MAINTENANCE

Cost of renting and maintaining equipment, such as computers, typewriters, and calculators, including program and other equipment but excluding rental and maintenance of automotive vehicles, which are included in Travel and Transportation.

PRINTING/PROMOTIONS

Costs of printing, commercial artists and suppliers for plates, advertising, art work, proofs, photographs, and other costs of house organs, leaflets, films, and other information materials, including the cost of purchased publications, technical journals, books, pamphlets, and monographs.

AUTO/TRAVEL

Expenses of travel and transportation for staff and CoC volunteers.

MEETINGS/TRAINING

Expenses of conducting or attending meetings related to the Circle of Care's activities. Related travel costs should be included in the preceding category.

SPECIFIC ASSISTANCE

The cost to the Circle of Care of assistance or services for a particular client or resident, including assistance rendered by others at the expense of the COC. Also includes: allowance and discretionary spending, gas cards or transportation assistance, materials and appliances furnished by the COC when they are purchased for or identifiable with a particular client or resident.

DUES/MEMBERSHIPS

Amount paid or payable for bona fide membership in other organizations that provide, in return, benefits such as regular services, publications, materials, etc.

INTEREST EXPENSE

Interest incurred on mortgage notes, capitalized equipment leases, and other short- or long-term debt.

INSURANCE

Includes property insurance, general liability, professional liability, fidelity bonds, directors' and officers' liability, automobile and other vehicles, meeting cancellation, and business interruption insurance. Workers' compensation is also included in this category rather than in "Payroll Taxes". (Insurance provided to beneficiaries of Circle of Care's programs is included with "Specific Assistance".)

MISCELLANEOUS

All expenses not reportable in another object classification.

RANCHING

Site-specific costs related to the care and purchase of animals and associated ranching activities.

GIFTS IN KIND

Offset to Gifts in Kind income account. Donated items over \$1000 (fair market value) are capitalized for useage and this category is adjusted accordingly in the Statement of Functional Expenses.

BLDG/IMPROV/EQUIP

Costs related to acquisition of buildings and improvements, furniture and equipment, automobiles, livestock, and land. Items over \$1,500 are capitalized and this category is adjusted accordingly in the Statement of Functional Expenses. Any equipment acquisitions valued at \$3,000 or greater should be made through a bid process of three or more solicited bids. The value of any equipment such as used automobiles purchased as a sole provider must be documented by Kelly Blue Book or other advertised similar valued items.

RECEIPTS

All funds received for any purpose are deposited into a Circle of Care bank account and recorded either as miscellaneous income or as donations. Cash is to be deposited in the site checking account with a receipt sent to OKC accounting each week.

An appointed staff person from each of the program site opens the mail, restrictively endorses, stamps with the date of receipt and makes copies of all checks received. When the accumulated checks reach a total of \$500, or at least weekly, an adding machine tape is made of all checks to be mailed to the Circle of Care accounting department. The tape is dated and initialed by the person making the tape and sent directly to the attention of the Director of Administrative Services, 1501 NW 24, Ste. 214, OKC, OK 73106. All correspondence that came with the check is sent along with the checks.

All cash receipts, and only cash receipts, are deposited in the site bank account. The original deposit slip, and the original cash voucher receipt is sent to the Circle of Care accounting department on a weekly basis. Checks are written to/from the Circle of Care checking account to maintain funds at the authorized amounts.

(See section on Residents' Monies for more details-page 16.)
All monies for sponsorship will be sent to the OKC office for deposit and credited to the appropriate Sponsorship revenue code. Site staff will keep track of all sponsorship monies as well as money that had been designated for specific clients' "needs and wants" by their guardian. When the client leaves the program the director will issue an expense voucher for the unused money that is remaining, given by the guardian. All other money in the Sponsorship account will be used as needed by all clients, regardless of whether or not they have been assigned a sponsor.

DISBURSEMENTS

All disbursements for any purpose are accounted for in the Circle of Care financial records. Whenever possible, checks are issued from the central bank account. There are rare occasions when site checks are issued or small amounts are disbursed from petty cash. All disbursements require proper approval.

Disburse is defined as "to pay out". There are four methods of disbursements. Each method is processed in a different system in the computer and has its own set of batch numbers which the Circle of Care accounting department assigns. The four methods are Petty Cash, Payroll, Accounts Payable and Site checking accounts. A detailed description of each method is presented in titled sections.

The petty cash system may be used to cash residents' "checks" (See Residents' Monies) and for extraordinary circumstances. The petty cash system is located at each program site and is managed by the custodian appointed by the President/CEO/assistant.

The custodian of the petty cash has direct responsibility for these funds. All petty cash transactions have a numbered cash voucher slip along with receipts and/or invoices.

Payroll is another method of disbursement. Payroll changes must be authorized by the President/CEO. The distribution of the payroll will be completed on the 15th and the last working day of the month. All changes, additions, or deletions to the payroll must be in to the office of the Human Resource Assistant according to the scheduled dead line for payroll that is assigned annually and released prior to the beginning of the following year.

Color-coded vouchers are prepared for all disbursements--blue for Boys Ranch, pink for Frances E. Willard campus and Pearl's Hope, tan for Children's Home, purple for Holsinger Home, and white for Child SHARE and Support Services. Vouchers may be approved by the Administrative Assistant and the Program Director (for property or administrative matters) or the program consultant (for program matters). If the Administrative Assistant questions the appropriateness of a voucher submitted for processing, the voucher is submitted for approval to the President/CEO (for property or administrative matters) or the Program Director (for program matters). Any questions not satisfactorily answered by someone else may be addressed to the President/CEO.

Processing of expense vouchers is done in the Circle of Care accounting department. Processing of vouchers includes review of all documentation. If the required documentation is missing or inadequate, the program site will be notified of the problem. No check will be issued until appropriate documentation is provided.

When temporarily restricted monies are used they are paid out of the Circle of Care checking account. To keep an accurate accounting of such uses, all purchases that are to be paid from restricted monies should be marked with the appropriate "TR" number, taking care not to overspend the particular TR fund. Throughout the month the affected temporarily restricted funds will be transferred to the General Fund for monies expended.

REQUISITIONS & INVOICES

Anyone who makes a purchase on behalf of the Circle of Care without proper prior approval--whether written or verbal—can be held personally responsible for that expense.

Invoices and receipts for purchases should be submitted immediately following the transaction. This will enable the administrative staff to process them and send them to the Circle of Care accounting office to be handled in a timely manner.

The purpose of requisitions is to control expenses by securing approval in advance of expenditures. Requisitions that are completed after the fact do not accomplish this purpose. Requisitions need to be prepared and approved before non-consumable items are purchased; equipment or repairs are contracted, and before any expense of \$250 or

more is incurred. (*See Circle of Care forms manual for all approved, up-to-date financial forms.*)

Under no circumstance should any employee charge personal items to a Circle of Care account. This practice is illegal and could result in the loss of Circle of Care's "tax exempt" status and termination of employment. Under no circumstance should a volunteer be allowed use of a CoC credit card or be given charge authorization with any vendor.

PETTY CASH

The petty cash fund is established for a ready source of a limited amount of funds, \$300.00. Unexpected expenses requiring immediate payment may be paid from petty cash. Use is limited to cashing "checks" of residents (See Residents' Monies) and in extraordinary circumstances. Under no conditions can petty cash be used to cash any check other than residents' "checks".

The appointee of the President/CEO is the custodian of the petty cash fund. This person must be a full time employee in the office. The custodian of this fund has direct responsibility for all funds in his/her charge. The custodian is personally responsible for maintaining physical control of the cash funds and related documentation. Only the custodian has access to the petty cash funds. All petty cash is placed in a lock box or a locked file. The custodian and the Program Director are the only persons with keys to the lock box (or file). The lock box/file is held in the central office at all times.

All transactions must be acknowledged by the signatures of the payee and payer. A pre-numbered petty cash voucher is used for all transactions. The purpose of the payment is indicated on the voucher with receipts/invoices attached to it.

If cash is issued in advance, or as a reimbursement for cash expended, receipts accounting for its use must be attached to the cash voucher. Cash issued in advance is the responsibility of the one to whom it is issued until receipts are presented and a final settlement is made with the petty cash custodian (see ADVANCES, page 15). Each transaction is recorded on a ledger with the date and amount.

At all times petty cash and all documentation must equal \$300.

The petty cash is replenished by submitting a summary voucher (CoC Form 613), along with the related petty cash vouchers, with the last batch of accounts payable or cash disbursements of the month. If at any time the total cash on hand drops below \$100.00, a summary voucher can be sent to the Circle of Care accounting department for processing.

PROGRAM SITE CHECKING ACCOUNTS

Program site checking accounts are maintained as petty cash accounts at a balance of \$2,500, with a variance of \$500. Authorized signatures shall include CoC President/CEO, Director of Residential Services and Program Director. The bank statements for the site accounts come directly to the Circle of Care accounting department for review and reconciliation

The intent of the site accounts are to aid directors with purchases that can be made through sources other than vendors with established accounts so that a one-time vendor can be accessed without establishing an account or without a purchase order and payment through invoice. Site accounts are not intended to circumvent other procedures or avoid centralized accounts payable. Every effort must be made to establish vendor accounts with business that we do repeated business.

If a check is needed immediately, a site check may be issued with prior approval of the Program Director for budgeted program expenses or of the Program Director or President/CEO for property or administrative expenses. Program Directors may approve expenses of \$250 or less and may request approval of amounts greater. The President/CEO may approve any expense.

If a site check is issued, a copy of the voucher, check, and receipt(s) must be sent to the Circle of Care accounting department immediately for update of the computer records and the cash book. Under no circumstance should a check be written for more than the amount of the invoice.

Situations justifying issuance of a site check and debit card should be limited. Debit cards are issued for use when normal checking account use is difficult such as hotel reservations, ordering materials on-line or training registrations when time does not allow pre-registration. They are not to be used in lieu of other procedures or merely for convenience. Site checks and debit cards are not to be used as a substitute for planning ahead. Efforts should be made to set up an invoicing arrangement with vendors. In most instances it is not necessary to issue a site check if needs can be anticipated and vouchered through the usual process. In some cases, a site check can be avoided by faxing/scanning a voucher to the accounting office and requesting that a check be issued immediately.

All documentation for receipts and expenditures for site accounts need to be submitted to the OKC Accounting office in a timely manner (see above) and no later than the 5th of the following month.

RESIDENT ALLOWANCE

Gifts: any monetary gifts given for the residents if made out to CoC will be sent to the OKC office and a check written back to the resident from the site bank account.

ACCOUNTS PAYABLE

Each program site receives invoices and statements from vendors. The program site receives an invoice from the vendor at the time a charge purchase is made. Each week the current approved invoices are sent as a batch of payables to the Circle of Care accounting department. All invoices must be received by the 5th of the month.

Routine monthly bills, including utility and communications bills, are received in the accounting department directly from the utility companies.

PAYROLL

Each new employee must sign an employment agreement. This agreement is not an employment contract but rather an agreement that will provide for hours to be worked, salary per pay period, and job description. This agreement will be kept in the personnel file maintained in Human Resources.

All new employees must complete a Form W-4, Direct Deposit Authorization, and an INS I-9 Form (Employment Eligibility Verification). All of the completed Employee Maintenance Forms and the W-4's are sent to Human Resources. HR will ensure that the payroll processing company is given a copy of the W4, Direct Deposit Authorization and Employee Payroll Maintenance Form. The originals are kept in the personnel file maintained in Human Resources. W-4 Forms are kept on file for four years. All prospective new employees will complete a criminal and sex offender background check.

All INS I-9 Forms must be kept together in a separate file along with copies of proper identification required to complete the I-9 Form. This separate file must contain a completed Form I-9 for each employee hired after November 6, 1986. Keep all I-9 Forms one year after the date employment ends.

Form OES-112 [New Hire Reporting Form] is completed by the ADP Payroll system and filed with the OESC within five days of the hire date for all new employees hired since October 1, 1997. A copy of the form is placed in a separate file in the HR Department.

Payroll is done on a semi-monthly basis with distribution of the payroll on the fifteenth and the last day of the month. If payday falls on a weekend or holiday, payroll will be distributed on the last working day prior to the fifteenth or on the last working day prior to the last day of the month.

Additions, changes, and deletions require written authorization from the Program Director, and the Human Resources Coordinator. Any addition, change or deletion is submitted via an Employee Maintenance Form to Human Resources. The Human Resources Coordinator and Program Director need to initial the form. All such forms need to be in the office of the Human Resource Coordinator by the scheduled deadline. (This Form must be faxed in order to meet payroll deadlines and then the original is mailed to Human Resources no later than the next deadline.)

When an employee enrolled in the pension program terminates, the Human Resources Coordinator notifies the General Board of Pensions of the termination date and the employee's address. Following that notification the General Board of Pensions will contact the enrollee about disposition of the funds on deposit.

Payroll deductions are done each pay period. In the case of a final check, all charges due must be collected prior to the payroll or a deduction will be made.

It is the responsibility of the Human Resource Coordinator to review the payroll immediately upon completion. If a problem has occurred with a payroll direct deposit, prompt notice orally is given to the accounting department so that the problem may be resolved. Human Resources will make every effort to correct the problem prior to the distribution of payroll when there is sufficient advance notice.

All employees are required to receive their pay by direct deposit. If they do not have a bank account, new employees are instructed to open an account at a bank of their choice no later than 15 days after their first day of work.

TELEPHONES, CELL PHONES AND VEHICLES

Telephone Bills: Each program site has the responsibility to track and charge for all personal calls outside of the CoC Cell Phone Usage Plan. The only charges made to each individual will be the charge for the call. The program site pays all taxes and service charges. Employees who are away from home overnight on agency business may call home at agency expense so long as the call does not exceed ten minutes. Excess charges are paid by the employee. It is the responsibility of each program site to collect monies due for personal calls. Collection of monies due is to be done in a timely manner (when the bill becomes due preferably). If at any time an individual becomes three months behind in paying for long distance calls, that person becomes subject to a payroll withholding.

Cell Phones: Cell phones are for official business only. CoC employees who have company cell phones are responsible for ensuring that they do not exceed allotted minutes. Consult with the program director if it is determined that the plan with the phone company is not sufficient to conduct company business in a monthly basis. Any charges incurred by Circle of Care for over usage will be the responsibility of the employee. Bills should be checked monthly by the employee and supervisor to verify personal use before sending to OKC for payment. Each site is responsible for knowing how to contact the service carrier if the cell phone should become lost or mis-placed to discontinue service immediately. It is also the responsibility of each site to contact the CoC Accounts Payable department with the same information.

Termination: When an employee leaves CoC, it is understood that all outstanding personal phone bills will be paid prior to leaving or shortly thereafter. If a final paycheck has already been issued, a bill will be sent to the employee to be paid

immediately. Legal action may be taken for failure of payment of any unpaid personal expenses while employed by Circle of Care.

Vehicle Use: Vehicle logs are used for each residential vehicle. The date, odometer reading, mileage since last fill-up and gallons of fuel are to be recorded for each fill-up. The person doing the fill-up signs for the fuel and notes any problems with the vehicle. Problems should be brought to the attention of the appropriate person.

Certain employees are allowed to drive their company assigned vehicles to/from work. In these cases employees will submit CoC form # 221 to HR quarterly and will automatically be charged \$3.00/day. In the event that the employee does not work on any regularly scheduled day they are responsible for informing HR to avoid being charged for any given day (s) Vehicle logs are submitted to the Program Director who reviews them each month. Any discrepancies, omissions, or questionable usage is brought to the attention of the President/CEO.

INVENTORY

A monthly livestock report is completed by any program site having livestock. Included in this report are all livestock sold, died, slaughtered, born, donated or purchased during the month. Most horses are received as gifts. If they are not suitable for our program they are sold. Ones that are considered to be suitable are named. The December 31 inventory is to be submitted to accounting by January 15th.

FIXED & DONATED ASSETS

Fixed & donated asset records are to be maintained and up to date with acquisitions and dispositions recorded as they occur. It is the responsibility of the program site to keep these records current at all times. The floor for the depreciation list approved by the Circle of Care Board of Directors is \$1,500.00. Any items scheduled or qualified for listing as a depreciable asset must have the prior approval of the President/CEO before it is sold or traded. Sale or trade of assets must be at fair market value or above.

All donated assets are required to be acknowledged with a Record of Donated Assets completed by the donor and the recipient. The donor is asked to estimate to the best of his/her ability the fair market value of the asset at the date of the gift. The donor must also sign the form. The recipient writes a description of the donated asset on the Record of Donated Assets. Before sending a copy of the form to the Accounting Department, if the person receiving the gift does not agree with the value assigned by the donor, the recipient should attach a separate note stating their estimate of the value of the gift. It will be the value the employee places on the gift that is used to record the donation on the books.

Any addition or deletion of a fixed asset is sent to the Circle of Care accounting department. All donated additions should have the Record of Donated Assets form attached. When any asset is disposed of, the following information is sent to the Circle of

Care accounting department: the selling price, to which it was sold, and the fair market value of the asset at the time of sale.

An asset report is sent to each program site by December 15th for comparison to assets actually on hand. All differences will be investigated and appropriate adjustments made to the asset record and general ledger.

AGENCY CASH RESERVES

To allow for the ebbs and flow of accounts receivable and payable and in case of financial crisis or hardship, the Circle of Care shall hold at the United Methodist Foundation sufficient cash reserves to meet emergency needs. These funds shall be unrestricted by source or donor and should amount to three months cash reserve, equivalent to the total average quarterly agency expenses for the prior fiscal year. Any use of these funds shall be duly documented and reported to the Board at the next scheduled meeting, and any emergency use that would reduce those funds below the established level, must have the prior approval of the Executive Committee of the Board.

CONTRACT LABOR

All persons contracted by the CoC are required to fill out an IRS Form W-9 (request for taxpayer identification number and certification). They should also present a Certificate of Coverage or of Non-Coverage in relation to Workers' Compensation insurance. This is the responsibility of the CoC employee that initiates the labor. The information is sent to the CoC accounting department. Contract labor can include, but is not limited to painting of cottages or offices, lawn mowing, hay bailing, repairs & maintenance, plumbing, etc.

Contract labor is discouraged, but allowed in some circumstances.

ADVANCES

Advances are allowed in certain circumstances (i.e. travel for business meeting, bus tickets for residents) if approved by the President/CEO. The advance can be issued up to 15 days in advance. Whenever the individual returns from the trip, all receipts are to be turned into the business office along with any money left over. Under no circumstance is an employee allowed to "owe" the CoC for unused portions of advances. If the receipts or money are not returned within 30 days, the employee becomes personally responsible for the expense.

MEALS

Meals are provided to the Family Counselors while they are on regularly scheduled duty.

MISCELLANEOUS INFORMATION

If any property owned by the program site is leased to others, the appropriate lease must be obtained. Copies of those leases are sent to the Circle of Care accounting department and the originals kept on file at the program site.

Any property owned by the Circle of Care or donated to the Circle of Care and deemed of no further use to the Circle of Care can be sold either at auction or by establishing the fair market value and posting for employee bids. The value of any donated real property sold within one year of donation must be communicated to the donor under federal tax laws.

RESIDENTS' MONIES

Independent Living Students:

Earnings from the work program are verified on the time sheet by the person supervising the work. The time sheet is copied for the records of the resident and the Administrative Assistant, mails it to the OKC accounting office. A check will be sent to the site. ILP resident money is monitored by staff and the resident according to ILP procedures.

Pearl's Hope Residents:

Tenant Housing Support/Savings (Resident) Account

A site checking account has been established for tenants to make required deposits for future housing needs as well as savings. (See Pearl's Hope Administrative Procedures handbook)