

Montgomery Developmental Center  
Business Office  
Field Trips  
Client Fund Procedure 94-2-CR04  
Revised 10-16-08

1. Field trips will be prepared and submitted to the Business Office no later than the 20th of the month prior to the month in which they are to be conducted. The Organizer of the trip will use a Field trip form and fill in, at a minimum, the date of the trip, the time of the trip, the destination and individuals going on the trip and the amount of funds required. The form will be signed by the QMRP, Nursing Staff, and Program Director prior to submission to the Business Office for signature by the Operations Director and gives field trip forms to the Client Funds Account Clerk.
2. The Client Funds Account Clerk will date stamp each trip and organize them by house and date. A copy of each trip will be made and given to the Administrative Secretary. The Client Funds Account Clerk will then assign the next available Batch Number from the Client Funds Accounting System, assign a check number to the batch and sequentially number the trips within the batch. The Account Clerk will review each client ledger and take funds from the account most able to bear the total cost of the trip. If an individual does not have the funds available for the trip, the cost will be borne by the I & E Fund.
3. Once all field trips have been entered into the Client Funds Accounting System, the total cost of the batch will automatically be calculated. The I & E Fund will have to be calculated by hand. The Client Funds Account Clerk will prepare checks for signature by the Fiscal Officer and/or the Superintendent/Operations Director. An Account Clerk other than the Client Funds Account Clerk will cash the checks. The money will be verified by 2 Accounts Clerks before the preparation of the Field Trips.
4. The Account Clerk preparing the Field Trips will write the name and the amount of funds for each individual participating in the trip on a Field Trip envelope. The funds for each trip will be placed in another envelope with the field trip form stapled to the front of the envelope. When the batch has been completed, the Residential Director will be notified the field trips are ready to be verified. The Residential Director will open each envelope and verify the amount of the funds for each trip. The Residential Director will then sign a receipt for the total amount of the batch. The trips will be placed in the safe room for distribution by Accounting Staff.

# Exhibit 6

Page 2 of 2

5. The field trips will be brought down to the Shift Supervisor by Accounting Staff one half month at a time. The Shift Supervisor will place the trips in the safe for distribution. When the field trip has been completed, the Shift Supervisor will place it in the return box located in the Shift Supervisor office for collection by accounting staff. The completed trips will be collected from the box on Monday, Wednesday and Fridays.
6. The Account Clerk responsible for collecting the field trips will reconcile the completed trips. Each individual funds envelope should contain a receipt for the money spent and either the change returned to the business office of the disposition of the change. Individuals may retain up to \$ 2.00 from any trip. The Fiscal Office will be notified immediately of any discrepancy found while reconciling the trip.
7. No field trips are to be held over to the following month. Once the entire batch has been reconciled, the batch will be turned over to the Account Clerk responsible for posting the return of funds to the individual's accounts. The Fiscal Officer will be notified if a batch cannot be reconciled within ten (10) working days after the end of the month in which the trips were scheduled.

Robert Dix      10/21/08  
Robert Dix, Operations Director

10/21/08  
Date