

MONTGOMERY DEVELOPMENTAL CENTER
BUSINESS OFFICE
SPENDING MONEY PREPARATION PROCEDURE

MAY 7, 2008

Revised September 29, 2008

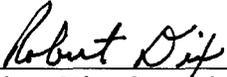
This procedure outlines the steps for preparation of spending and workshop money. Spending and workshop money is processed every 2 weeks.

CLIENT FUNDS ACCOUNT CLERK:

1. The Client Funds clerk receives referrals from QMRP's requesting spending and workshop money (how much, days needed, and if carry or send)
2. Referrals are entered into Client Funds system
3. Enters the days off (holidays, vacations, staff meetings for workshop) into the client funds system which updates files
4. Enters perimeters', batch number and check number and then processes
5. Runs a master "Allowance for all Houses" report
6. Runs a master "MDC Weekly Spending Money Report & Workshop
7. Gives MDC Weekly Spending Money and Workshop report to Account Clerk to prepare change order and makes sure totals agree.
8. Runs the 2 weeks of signature sheets for spending money and workshop.
9. A check is cut for the total amount of both spending and workshop money.
10. Payroll clerk phones change order to bank, receives checks and goes to bank to pickup change order
11. Money is verified by 2 Account Clerks when returned from bank.

ACCOUNT CLERK:

1. Workshop money is to be prepared **first**, placed in the blue bag along with a receipt and taken to the Medical Dept. to be placed in the med box.
2. MDC spending money for **week 1 is prepared first followed immediately by week 2.** (All spending money is prepared at the same time--not week 1 one week followed by week 2 the following week.) The preparation time is 4 days from receipt of funds from Payroll Clerk.
5. MDC spending money is verified by Residential Director. After verification, the bag is to be initialed and dated by the Account Clerk and taped closed.
6. The Account Clerk takes the daily bags to the Shift Office. The Shift Supervisor will then sign a receipt for the money.

 10/21/08
Robert Dix, Operations Director