

Montgomery Developmental Center
Business Office
Spending Money and Field Trip
Return of Funds

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This procedure outlines the steps for completing the return of funds for the spending money, workshop money and field trips.

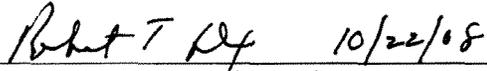
1. On Monday, Wednesday and Friday, the Account Clerk responsible for the return of funds picks up the envelopes from the black box in the Shift Supervisor's Office. The signature sheets and unspent money are to be returned daily by the TPWs or RCS. The Account Clerk verifies the spending money sheets for signatures and unspent money and ensures that each house is accounted for.
2. The field trips that have gone out are verified to make sure receipts for each client are attached. Also that the unspent money agrees what the field trip form says is returned.
3. If a signature is missing from spending money or receipt from a field trip, the account clerk has to call the house/staff requesting needed information.
4. The Spending money is placed in an envelope with the return of funds and signature sheets. Field trip forms and return of funds are placed in a separate envelope. The envelopes are to be labeled with batch numbers and the date range of the batch.
5. If a signature on the spending money sheets is missing, it is place on the Past Due Spending form and sent to the appropriate QMRP or RCS. . If a problem on field trips, call the staff that took the clients out on the field trip the very next day to get the problem corrected.
6. Spending money to be **reconciled within 2 weeks** after the last date of the batch. Field trips completely **reconciled within 1 week from the last trip of the batch**. Once the signature sheets and field trips are all reconciled, the Account Clerk responsible for entering the funds into the system will do so every Friday. Money will then be deposited the following week.
7. If Account Clerk receives money from prior field trips and old spending money sheets is discovered, it is to be processed **immediately** and let the Operations

Exhibit 8

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Director and Fiscal Officer know where and when it appeared in the Business Office.

8. The Fiscal Officer will check the safe room every Friday to ensure that return of funds have been completed as scheduled.

 10/22/08

Robert Dix, Operations Director