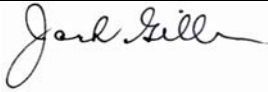
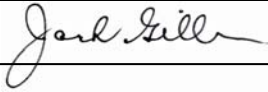


SECTION:	FINANCIAL AND ADMINISTRATION	EFFECTIVE DATE:	May 26, 2008
SUBJECT:	PURCHASE ORDER SYSTEM	REVISED DATE:	February 24, 2010
APPROVED:	 CEO	FORM(S):	Page 1 of 1

POLICY STATEMENT All staff making non-credit card charged purchases over \$1,000.00 must obtain a signed purchase order from their manager.

PROCEDURES:

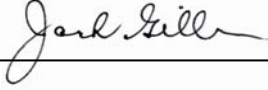
1. A purchase order form shall be completed in detail and presented to the manager for authorization.
2. Once the form has been signed, the original copy of the purchase order to will be forwarded to the supplier.
3. The second copy of the purchase order will be submitted to the Accounting Department within three (3) business days.

SECTION:	FINANCIAL AND ADMINISTRATION	EFFECTIVE DATE:	May 26, 2008
SUBJECT:	CHEQUE REQUISITION	REVISED DATE:	February 24, 2010
APPROVED:	 <hr/> CEO	FORM(S):	Page 1 of 1

POLICY STATEMENT All staff wishing to make cash purchases must complete a cheque requisition form and submit it to their manager for approval within budgetary allocations.

PROCEDURES:

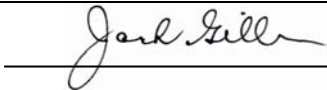
1. A cheque requisition form shall be completed in detail and presented to the manager for authorization.
2. Managers shall authorize requisitions within budgeting allocations.
3. The manager will forward approved cheque requisitions to the Accounting Department who will issue a cheque as requested.

SECTION:	FINANCIAL AND ADMINISTRATION	EFFECTIVE DATE:	May 26, 2008
SUBJECT:	SUPPLY REQUISITION	REVISED DATE:	February 24, 2010
APPROVED:	 <hr/> CEO	FORM(S): SUPPLY REQUISITION	Page 1 of 1

POLICY STATEMENT Community Living Peterborough is committed to demonstrating fiscal responsibility and office supplies, and gloves, shall be tracked and monitored as outlined below.

PROCEDURES:

1. The administration department will keep a stock of regularly used supplies and will dispense these upon request to staff. Associated expenses will be billed out across the organization along with other administration expenses.
2. Supplies that are outside the everyday needs, such as binders or special paper for a project. Staff will request these in advance from reception who will then order them, Associated expenses will be billed against the requesting department/program.
3. A supply of gloves will be maintained centrally and they will be tracked as they are requested and picked up for the service locations. Associated expenses will be billed against the appropriate department/program.

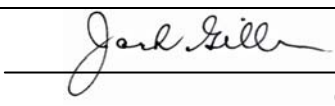
SECTION:	FINANCIAL AND ADMINISTRATION	EFFECTIVE DATE:	May 26, 2008
SUBJECT:	PETTY CASH	REVISED DATE:	February 24, 2010
APPROVED:	 CEO	FORM(S):	Page 1 of 1

POLICY STATEMENT Petty cash floats in program areas will be determined by the Manager/Director in consultation with the supervisor and approved by the Chief Executive Officer.

PROCEDURES:

1. A Petty Cash Voucher will be completed in all cases where money is removed from the Petty Cash.
2. All expenses shall be identified by attaching all receipts to the Petty Cash Voucher(s).
3. The Primary shall complete reconciliation when funds are required to replenish the Petty Cash, but no later than the last working day of the month.
4. All completed Petty Cash reconciliations will be signed by the appropriate manager prior to submission.
5. Reconciliation shall be submitted to the Accounting Department who will issue a cheque to replenish funds.

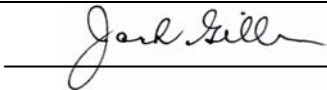
NOTE: Petty cash policy and procedures are covered in full under Financial Policy Expenses 7.03, making this policy redundant.

SECTION:	FINANCIAL AND ADMINISTRATION	EFFECTIVE DATE:	May 26, 2008
SUBJECT:	CHEQUE SIGNING	REVISED DATE:	February 24, 2010
APPROVED:	 _____ CEO	FORM(S):	Page 1 of 1

POLICY STATEMENT Community Living Peterborough and its signing officers shall ensure strict adherence to financial precautions and quality control measurements.

PROCEDURES:

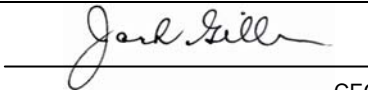
1. Cheques shall be prepared by the Accounting Department on a regular basis, once per month. Electronic Fund Transfer payments will be made every two weeks.
2. A cheque requisition form and/or an invoice will accompany all cheques requiring signature. Appropriate approved documentation will accompany all Electronic Fund transfer payments.
3. One day per month will be established as cheque signing day for the authorized Board Member(s).
4. Authorized persons signing cheques/EFT's will ensure the amount corresponds with the attached documentation before signing.
5. If the amount corresponds with the documentation, the cheque or EFT may be signed.
6. If the cheque/EFT amount does not correspond with the documentation, an explanation shall be requested from the Accounting Department.
7. If the explanation is satisfactory, the cheque/EFT shall be signed.
8. If the explanation is unsatisfactory, the cheque/EFT shall be cancelled.
9. All signed and/or cancelled cheques/EFT's will be returned to the Accounting Department for processing.

SECTION:	FINANCIAL AND ADMINISTRATION	EFFECTIVE DATE:	May 26, 2008
SUBJECT:	BENEFITS	REVISED DATE:	February 24, 2010
APPROVED:	 _____ CEO	FORM(S):	Page 1 of 1

POLICY STATEMENT Community Living Peterborough shall provide group benefits to its employees in accordance with all Agency policies, Collective Agreement(s) and legislation.

PROCEDURES:

1. Upon successful completion of a salaried full-time employee's probationary period, the Agency shall make an application on behalf of the employee to join a group benefit plan.
2. If the employee is accepted for the group benefit plan, payments for benefits will be remitted in a timely manner and deductions made from the employee's payroll cheque in accordance with established personnel policies and the current Collective Agreement as appropriate.
3. Benefit costs will be attributed to the appropriate program budget upon payment.
4. The organization will conduct a competitive bid on its benefit package at least every five years to ensure that we are receiving competitive rates.

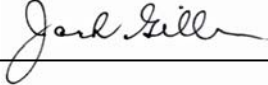
SECTION:	FINANCIAL AND ADMINISTRATION	EFFECTIVE DATE:	May 26, 2008
SUBJECT:	PAYROLL	REVISED DATE:	February 24, 2010
APPROVED:	 CEO	FORM(S):	Page 1 of 1

POLICY STATEMENT All employees shall establish and maintain a bank account for payroll purposes into which payroll earnings will be deposited on a bi-weekly basis

PROCEDURES:

1. All new employees will establish a bank account and present the necessary payroll information to the Human Resource Department.
2. Information required:
 - a) Name
 - b) Type of Account
 - c) Account Number
 - d) Social Insurance Number
 - e) Date of Birth
3. The payroll will be completed by the Human Resource Department on a bi-weekly basis.
4. Managers will authorize and submit time sheets to the Human Resource Department the last day of the pay period.
5. The pay period is bi-weekly covering a period from Friday to Thursday.
6. The Payroll Department will complete all calculations necessary for the payroll submission on the Friday following the pay period and send the payroll via modem for processing to ADP.
7. The payroll shall be returned to the bank on Wednesday for a Thursday deposit to the appropriate employee's account.
8. Earned wages will be deposited into the employee's account for Thursday following the end of the pay period.
9. Monthly totals from the payroll Journal will be posted to the General Ledger, by the Payroll Department at the end of each month.
10. It is the employees' responsibility to notify the Payroll Department of any changes to their account information prior to submission of payroll information to ADP.

POLICY # FA 50.08

SECTION:	FINANCIAL AND ADMINISTRATION	EFFECTIVE DATE:	May 26, 2008
SUBJECT:	RECEIPTS	REVISED DATE:	February 24, 2010
APPROVED:	 _____ CEO	FORM(S):	Page 1 of 1

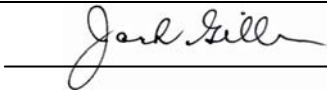
POLICY STATEMENT Community Living Peterborough endeavours to demonstrate fiscal responsibility and accountability in its documentation and recording procedures.

PROCEDURES:

1. All monies received will be deposited by the end of the week in the appropriate account; and
2. The amount posted to the appropriate department of the Accpacc accounting software.

Donations

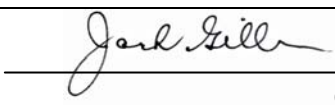
All monetary donations will be receipted from the pre-numbered duplicate receipts forms specifically for the purpose of receipting charitable donations.

SECTION:	FINANCIAL AND ADMINISTRATION	EFFECTIVE DATE:	May 26, 2008
SUBJECT:	DISBURSEMENTS	REVISED DATE:	February 24, 2010
APPROVED:	 _____ CEO	FORM(S):	Page 1 of 1

POLICY STATEMENT All invoices received must be approved by the appropriate Manager/ Director and forwarded to the Accounting Department within three days of receipt.

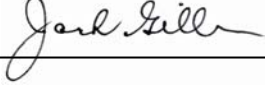
PROCEDURES:

1. Invoices, when received, will be distributed to the appropriate Manager by the Accounting Department.
2. Invoices, once approved by the Manager, shall be forwarded to the Accounting Department.
3. Signature of a Manager/Director and appropriate account coding constitutes approval.
4. The Accounting Department will issue cheques/Electronic Fund Transfers (EFT's) only from approved invoices and cheque requisitions.
5. Cheques, once issued, shall be recorded in the appropriate section of the Accpacc accounting system.
6. All cheques/EFT's have will have an invoice and/or Invoice Approval requisition form attached to them.
7. Cheques/EFT's are held for signature and shall be signed by two (2) designated signing authorities.
8. Once cheques/EFT's are signed, they will be distributed by the Accounting Department.
9. Paid invoices are filed alphabetically by date.
10. At the end of the month, the Accounting Department shall cross balance the Cash Receipts and Disbursements..

SECTION:	FINANCIAL AND ADMINISTRATION	EFFECTIVE DATE:	May 26, 2008
SUBJECT:	BANK RECONCILIATION	REVISED DATE:	February 24, 2010
APPROVED:	 _____ CEO	FORM(S):	Page 1 of 1

POLICY STATEMENT Community Living Peterborough will verify accuracy of expenditures by way of regular bank reconciliations

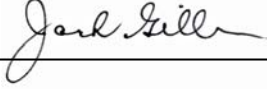
PROCEDURES: Bank statements will be reconciled with the Cash Receipts and Disbursements upon receipt of the monthly bank statement or earlier by way of online banking.

SECTION:	FINANCIAL AND ADMINISTRATION	EFFECTIVE DATE:	May 26, 2008
SUBJECT:	GENERAL LEDGER	REVISED DATE:	February 24, 2010
APPROVED:	 _____ CEO	FORM(S):	Page 1 of 1

POLICY STATEMENT General Ledgers will be maintained in accordance with general accounting practices.

PROCEDURES:

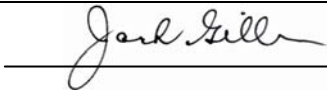
1. At the end of each month, all month end totals shall be recorded from the Cash Receipts and Disbursements to the corresponding General Ledger Accounts;
2. Adjusting entries will be completed as required; and
3. A trial balance will be prepared.

SECTION:	FINANCIAL AND ADMINISTRATION	EFFECTIVE DATE:	May 26, 2008
SUBJECT:	FINANCIAL STATEMENTS	REVISED DATE:	February 24, 2010
APPROVED:	 <hr/> CEO	FORM(S):	Page 1 of 1

POLICY STATEMENT All required financial statements will be completed following the month end and prior to the monthly Board Meeting.

PROCEDURES:

1. Financial statements shall accurately reflect all expenditures and income for the month as previously recorded in the General Ledger for each individual program. (*see policy FA 50.11*)
2. Financial statements will reflect for each account within each program budget the:
 - a) Actual to Date;
 - b) Budget to Date;
 - c) Variance to Date; and
 - d) Budget for the year.
3. Any variance of 5% or more, or of an unusual nature, shall be accounted for with an explanatory note attached to the Financial Statement.
4. All financial statements will be prepared by the Finance and Administration Officer.
5. All financial statements are to be approved by the CEO.
6. Financial statements are to be distributed to all members of the Board of Directors, the CEO and supervisory staff as directed by the CEO.

SECTION:	FINANCIAL AND ADMINISTRATION	EFFECTIVE DATE:	May 26, 2008
SUBJECT:	MINISTRY REPORTING	REVISED DATE:	February 24, 2010
APPROVED:	 CEO	FORM(S):	Page 1 of 1

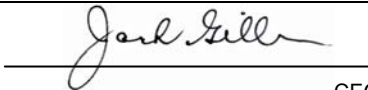
POLICY STATEMENT Community Living Peterborough will prepare a contract and quarterly report(s) for submission to the Ministry of Community and Social Services as per the schedule outlined below.

PROCEDURES:

1. Quarterly reports and contracts are to be prepared utilizing Ministry templates;
2. Quarterly reports and contracts will be reconciled to the General Ledger; and
3. The reconciliation will be retained on file.

Reporting Schedule:

Contract	March 31 st
First Quarter Reporting	July 31 st
	July 31 st
Second Quarter Reporting	October 31 st
Third Quarter Reporting	January 31 st
Fourth Quarter Reporting	May 15 th

SECTION:	FINANCIAL AND ADMINISTRATION	EFFECTIVE DATE:	May 26, 2008
SUBJECT:	FINANCIAL GUIDELINES	REVISED DATE:	February 24, 2010
APPROVED:	 CEO	FORM(S):	Page 1 of 4

POLICY STATEMENT The financial guidelines were established to assist management staff by clarifying roles and responsibilities in the area of financial expenditures.

Where a specific guideline has not been established, management staff are limited to expenditures within their overall-operating budget.

The CEO has discretionary powers in this guideline, but is still obligated to remain within the limits of the approved budget and mandate for authority.

PROCEDURES:

TRANSPORTATION

People traveling on agency business shall use the most economical and practical means available. When a person wants to use another more expensive mode or to follow other than the most direct route for personal convenience, reimbursement of expense shall be based on the cost and route that is more economical and practical.

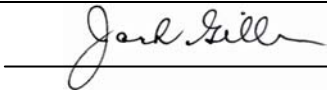
Parking costs related to the use of personal vehicles and all expenses related to the use of agency vehicles incurred as part of agency business shall be reimbursed.

Provincial legislation stipulates that the owner of a motor vehicle is liable for loss or damage sustained by any person by reason of negligence in the operation of a motor vehicle. People are advised, in their own interests, to carry more insurance coverage than the specified minimum.

People shall ensure that personal vehicle insurance coverage permits the use of the vehicle for business purposes.

Everyone is required to report any accidents in which they become involved while driving a personal vehicle on agency business. A Notice of Vehicle Accident Report should be used for this purpose.

Compensation rates are set out in the Collective Agreement. Under no circumstances shall a person be reimbursed for penalties levied in respect of traffic or parking violations.

SECTION:	FINANCIAL AND ADMINISTRATION	EFFECTIVE DATE:	May 26, 2008
SUBJECT:	FINANCIAL GUIDELINES	REVISED DATE:	February 24, 2010
APPROVED:	 _____ CEO	FORM(S):	Page 2 of 4

1. All claims for travel expenses will be made on the approved Mileage and Expense form;
2. A claim form must be signed by the individual claiming reimbursement and must be authorized by the claimant's supervisor;
3. All claims will be checked for accuracy and compliance with policies and guidelines prior to reimbursement;
4. Where receipts are normally obtainable, the shall be submitted for travel expense items; and
5. Claims for hospitality must include the name and position of all recipients of hospitality and the justification for having provided it.
6. Explanations or particulars must be provided for all items claimed. Descriptions such as "miscellaneous, other charges or sundries" shall not be accepted.
7. Mileage claims and travel expense claims shall be submitted to the Accounting Department monthly.

ACCOMMODATIONS People traveling on agency business will be reimbursed for expenses actually incurred for overnight accommodation provided that the standard of accommodation is reasonable, necessary and has been pre-approved by their manager or direct supervisor.

MEALS Meal costs, when approved, may be reimbursed to people on agency business, away from the workplace.

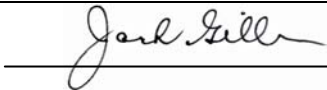
Meal costs for people attending seminars and conferences, may be reimbursed when the meal forms an integral part of the agenda and are not already covered by the registration fee.

Reimbursement for approved meal costs will be based on a schedule of rates set out in the Collective Agreement.

Accounts should normally be submitted for reimbursement by the end of the month following the month the expense was incurred.

Receipts should support all claims for meals.

Meal costs are exclusive of the cost of alcoholic beverages.

SECTION:	FINANCIAL AND ADMINISTRATION	EFFECTIVE DATE:	May 26, 2008
SUBJECT:	FINANCIAL GUIDELINES	REVISED DATE:	February 24, 2010
APPROVED:	 _____ CEO	FORM(S):	Page 3 of 4

HOSPITALITY

Hospitality, when approved by the CEO, may be extended when necessary to facilitate the conduct of agency business.

CAPITAL ACQUISITIONS

A Director may authorize new capital expenditures for equipment up to a \$1,000.00 value, beyond which two (2) quotes must be presented to the CEO who will present them to the Board of Directors for approval.

REPAIRS AND MAINTENANCE AND VEHICLE REPAIRS

A Director may authorize expenditures up to \$1,000.00 beyond which two (2) quotes must be presented to the CEO who will then present them to the President or the next designate member of the Executive Committee for approval. If approval is not given, the Board of Directors must be polled as per polling procedures.

ADVERTISING AND PROMOTION

A Director may, for recruitment, authorize advertising and promotional advertising, within budget and as consistent with the annual promotional plan.

The Board of Directors as part of the annual budget development will outline a promotional plan for each fiscal year.

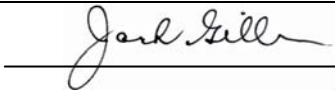
Non-recruitment related expenditures not covered in the promotional plan will be submitted to the CEO who will submit them to the Board of Directors for approval.

CONTRACTS

All contracts exceeding \$1,000.00 per annum will require two (2) quotes which must be presented to the CEO, who will present them to the Board of Directors for approval.

GOODWILL

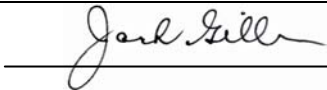
All expenditures for goodwill (i.e. recognition, awards, gifts, etc.), except bereavement, must be approved by The Board of Directors.

SECTION:	FINANCIAL AND ADMINISTRATION	EFFECTIVE DATE:	May 26, 2008
SUBJECT:	FINANCIAL GUIDELINES	REVISED DATE:	February 24, 2010
APPROVED:	 _____ CEO	FORM(S):	Page 4 of 4

BEREAVEMENT

Flowers, or an appropriate gift, not exceeding \$50.00 in value, may be sent directly to an employee, Board Member, Person Receiving Services, Agency Member or Volunteer from the Agency, in the event of death of an immediate family member.

Family member is defined as spouse, spousal equivalent, son, daughter, mother, father, sister, brother, father-in-law, mother-in-law, legal guardian, stepchildren, grandparents and grandchildren.

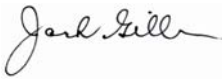
SECTION:	FINANCIAL AND ADMINISTRATION	EFFECTIVE DATE:	May 26, 2008
SUBJECT:	BOARD TRAVEL AND EXPENSES	REVISED DATE:	February 24, 2010
APPROVED:	 _____ CEO	FORM(S):	Page 1 of 1

POLICY STATEMENT Board members will be reimbursed for travel expenses at the regular rate paid by the Agency per kilometer for any approved travel other than to regular Board and Committee meetings.

PROCEDURES:

1. Board members will, from the Administrative Office, obtain and complete a Mileage and Expense Claim form for reimbursement of eligible travel expenses.
2. The completed form will be submitted to the CEO who will code the form and arrange payment.
3. Other expenses will be reimbursed with approval of the Board of Directors.

No Changes recommended

SECTION:	FINANCIAL & ADMINISTRATION	EFFECTIVE DATE:	June 15, 2010
SUBJECT:	EMPLOYEE COMPUTER PURCHASE PROGRAM	REVISED DATE:	
APPROVED:	 CEO	FORM(S):	Page 1 of 4

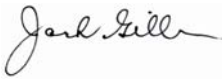
Statement of Purpose

Community Living Peterborough offers interest free loans through the Employee Computer Purchase Program, to assist employees to acquire a home computer for their personal use; the purpose being to enhance computer literacy.

The equipment purchased is intended only for personal home use by the employee and is not intended as a gift to an employee's family members.

Principles:

1. To be eligible for participation in the program, employee must have completed six months of employment, be in good standing, and there must be a reasonable expectation for continued employment throughout the repayment period. Missed payments on previous loans could result in non-approval of the loan.
2. Up to \$1000 will be available on a loan basis to each employee; once every three years; the assumption being that upgrades may be made every three years.
3. Eligible purchases include a desktop computer, printer, laptop computer, and related software. It does **NOT** include extended warranty purchase nor will COMMUNITY LIVING PETERBOROUGH accept responsibility for any service costs.
4. All other electronic equipment: Digital cameras, Video recorders, GPS devices, HD Televisions, iPods, gaming devices and other peripheral devices are **NOT** eligible under this program.
5. Managers will approve the requested equipment and HR will approve the eligibility based on employment. This joint approval process is to prevent employees who may be under close scrutiny for performance issues, or who have missed payments on prior loans from receiving a loan for which it may be difficult for COMMUNITY LIVING PETERBOROUGH to receive repayment.

SECTION:	FINANCIAL & ADMINISTRATION	EFFECTIVE DATE:	June 15, 2010
SUBJECT:	EMPLOYEE COMPUTER PURCHASE PROGRAM	REVISED DATE:	
APPROVED:	 CEO	FORM(S):	Page 2 of 4

6. According to Revenue Canada the interest that would be normally charge on a consumer loan will be used to calculate a taxable benefit and the Employee will have this benefit show up on their earnings statement and the required T-4 statements.

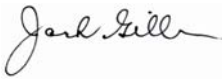
Procedures:

1. To request participation in this program, employees will provide to their manager for approval:
 - A completed application form, and
 - A written quote from a reputable supplier for the equipment to be purchased, and
 - Cash or cheque payable to Community Living Peterborough for a \$25 handling fee.

2. The manager will indicate their approval on the application form and forward the form, the written quote and the \$25 handling fee to HR. HR will approve the request based on eligibility of employment status and previous history.
 - a. If not approved, HR will return the application form, written quote and \$25 handling fee to the manager, indicating the reason for not approving. The manager will then advise the employee that their application has not been approved and the reason why.
 - b. If approved, HR will forward the application form, written quote and handling fee, to Payroll for processing

3. Upon receipt from HR of the approved application form, written quote, and handling fee, Payroll will prepare an agreement outlining the conditions of the loan, for the employee's signature. Payroll will arrange for the employee to receive the agreement and acquire the employee's signature and signature by a CLP authorized signing authority.

4. Upon receipt of the employee's signature on the agreement, Payroll will pre-pay the funds into the staff's bank account with the next payroll direct deposit and will set up a repayment schedule, through payroll deductions, of no more than 12 months. Payroll will also provide the manager with a copy of the approved application form for their files.

SECTION:	FINANCIAL & ADMINISTRATION	EFFECTIVE DATE:	June 15, 2010
SUBJECT:	EMPLOYEE COMPUTER PURCHASE PROGRAM	REVISED DATE:	
APPROVED:	 CEO	FORM(S):	Page 3 of 4

5. The employee will make the purchase of the approved equipment and provide Payroll with a receipt within two weeks of funds being placed in their account. The receipt will show the amount spent and serial numbers of equipment purchased. Failure to submit the receipt within the time frame will result in the full amount of the loan being deducted from the next pay(s).
6. Should the employee go on leave during the repayment period, it is the responsibility of the employee to continue payments during the leave period by submitting post-dated cheques to Payroll or arranging for alternative payment options.
7. Community Living Peterborough reserves the right to withhold pay until such time as any outstanding balance of repayments owing are made.
8. Should the employee's employment with Community Living Peterborough cease for any reason during the term of repayment, the entire balance owing shall be paid immediately to Community Living Peterborough, either through deduction from their last pay, through cash payable to Community Living Peterborough or a combination of the two above options.
9. Copies of all paperwork will be held in the employee's payroll file, and provided to the manager for their records.

**Application to Finance
A Personal Computer Purchase
Through Payroll Deductions**

CRITERIA: (All must be met)

1. Purchaser must be a current and permanent full-time or permanent part-time employee of Community Living Peterborough and approved to participate in the plan.
2. The maximum loan amount is \$1,000 (approx. \$40 per pay) and the repayment amounts must not exceed the purchaser's net pay per period. Only one loan is allowed at anytime.
3. A quote from an authorized computer retailer must be submitted for approval, along with a \$25 cheque for the administration fee. A copy of the paid invoice is required to be submitted within 10 days of the loan principle being deposited into the employee's account through payroll.

**TO BE COMPLETED BY EMPLOYEE AND SUBMITTED
TO THE PAYROLL DEPARTMENT FOR PROCESSING**

Employee Name:

Employee

ID:

Employee Department:

Loan Amount (Max
\$1000):

Bi-Weekly Payroll Deduction:
(Loan amount/26 pays)

I, _____, understand that the loan amount of _____ will be deposited with my regular pay to my personal bank account in the pay period following approval of this contract. I authorize Community Living Peterborough to make bi-weekly payroll deductions from my pay in the amount of _____ until the loan is paid. Furthermore, in the event of termination of my employment at Community Living Peterborough for any reason whatsoever, the outstanding debt of this obligation will become due immediately and I authorize Community Living Peterborough to deduct the loan balance from my final payroll deposit. If a temporary layoff or leave of absence is given, I understand I must provide post dated cheques or automatic bank withdrawal permissions to cover the missing payments prior to the start of leave or layoff otherwise the outstanding loan amount will be deducted from my last pay prior to the leave or layoff.

I understand that the taxable benefit on the prescribed interest for the outstanding loan balance over the course of the year will be added to my taxable income for the year.

It is understood that no representation or warranty is made or implied with regard to the equipment purchased by the employee under this arrangement and Community Living Peterborough accepts no responsibility in any respect thereto. Any arrangements for warranty, servicing, repairs, etc. to the equipment are the responsibility of the employee.

Employee Name:

Date:

Employee Signature:

Witness Name:

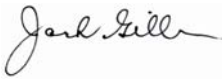
Date:

Witness Signature:

Chief Executive Officer Name:

Date:

Chief Executive Officer Signature:


SECTION:	FINANCIAL AND ADMINISTRATION	EFFECTIVE DATE:	June 16, 2010
SUBJECT:	CONTROL & ACCOUNTABILITY FOR AGENCY ISSUED CREDIT CARDS	REVISED DATE:	
APPROVED:	 CEO	FORM(S):	Page 1 of 1

PURPOSE:

Managers of Community Living Peterborough are issued agency credit cards with their name attached. This is a resource given to managers of programs in order to expedite purchases without having to go through the regular procurement process. The credit card will be used for purchases, required to expedite service to the program or where this is the only form of payment available. However, the intent is not to bypass the normal purchasing practice of seeking prior approval through a tendering or purchase order process. Accepting this card for use in purchasing items to be used within the budgeted program guidelines comes with the following controls and accountability.

PROCEDURES:

- 1) A credit card issued in your name and accepted and used by you becomes your responsibility. Any purchases made on the card which do not have appropriate approved receipts attached will be charged back to you for payment.
- 2) Receipts for all purchases on the card need to be properly documented as to the reason for the expenditure. Indicate on the back of the receipt or attach a note indicating what was purchased if it is not clear on the vendor's receipt. Also include:
 - the department the expense should be charged to
 - the individual's name if the charge was for someone specific
 - the amount to be reimbursed by an individual if applicable
 - all restaurant receipts need to be the detailed receipt showing items purchased and the names of the people or group whose meal is being paid for. The purchase of alcohol is not a permitted expense
- 3) All visa statements with receipts attached are to be approved by your Director prior to being paid. Individuals may not approve their own credit card purchases.
- 4) It is your responsibility to insure that all approved required documentation is provided to the accounting department in order that payment can be made by the billing due date to avoid interest fees being charged.
- 5) Providing your card or its confidential information to anyone is not acceptable. Your agency card needs to be treated the same way you would treat your personal credit card.

SECTION:	FINANCIAL AND ADMINISTRATION	EFFECTIVE DATE	September 8, 2010
SUBJECT:	SYMPATHY RECOGNITION PROCUREMENT	REVISED DATE:	September 8, 2010
APPROVED:	 CEO	FORM(S):	Page 1 of 3

POLICY STATEMENT

This policy allows for modest items to be purchased as an expression of sympathy or condolence for deaths of Community Living Peterborough employees and members of their immediate family. The value of such expressions of sympathy shall not exceed the amount as defined in the policy.

Definitions

Immediate family members include current spouse/partner, child, parent, sister, and brother.


Items of Sympathy or Condolence may include items such as a sympathy card, floral arrangement, prepared meal, gift card, etc. The manager has the discretion to determine what item is appropriate for the employee and the situation.

Modest Cost is defined as an item totaling less than \$50.00 including delivery.

PROCEDURE:

When notified by of the death of an employee or of a member of an employee's immediate family, the manager has the discretion to purchase an item of sympathy or condolence and have it sent in the name of Community Living Peterborough.

1. The Program Manager determines an appropriate item of condolence.
2. The Program Manager arranges for the purchase of the item by completing the Sympathy Recognition Request Form and forwarding it to the Administration Department.
3. The Administration Department will arrange for the purchase and delivery of floral arrangements and/or sympathy cards.
 - a. If the Program Manager chooses an item of sympathy that is not a floral arrangement or sympathy card, they will work with the Administration Department to arrange for purchase and delivery.
4. The Administration Department will submit the completed Sympathy Recognition Request Form and receipts to the Accounting Department for reconciliation.
5. All purchases made under this policy will be charged to a Central Administration Cost Code.

SECTION:	FINANCIAL AND ADMINISTRATION	EFFECTIVE DATE	September 8, 2010
SUBJECT:	SYMPATHY RECOGNITION PROCUREMENT	REVISED DATE:	September 8, 2010
APPROVED:	 CEO	FORM(S):	Page 2 of 3

What information must be provided?

Funeral - In the event of the death of an employee or member of the employee's immediate family, the Program Manager is required to provide the name of the deceased, relationship to the employee, and name and address of the funeral home including postal code, and the date and time of the visitation.

Missed Funeral/Visitation - In the event the visitation was missed, if there is no service, or the Program Manager chooses alternate arrangements, items of sympathy can be delivered to the employee's *local home address* only. Employee's local address including city, postal code, and phone number must be provided at the time of the request.

Who are eligible recipients of this program?

All Community Living Peterborough staff, including full-time, part-time, management staff, and Board Members.

Will Community Living Peterborough send more than one arrangement when there are several family members working at Community Living Peterborough?

No, only one arrangement will be sent per family.

Can we send flowers out of province?

Yes, in the event of death, a floral arrangement may be sent to the visitation/funeral, however the maximum value of \$50.00 including delivery remains the same.



Program Manager to complete the Sympathy Recognition Request Form and forward it to the Administration Department

SYMPATHY RECOGNITION REQUEST FORM

(For Manager Use - Use this form in the event of the death of a Community Living Peterborough employee or the immediate family of a Community Living Peterborough employee)

DECEDENT INFORMATION

DECEDENT NAME			
DECEDENT RELATIONSHIP TO EMPLOYEE: <input type="checkbox"/> Spouse/Partner <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Child <input type="checkbox"/> Sister <input type="checkbox"/> Brother <input type="checkbox"/> Employee			
NAME OF EMPLOYEE			

ITEM INFORMATION

ITEM OF SYMPATHY <input type="checkbox"/> Floral Arrangement <input type="checkbox"/> Sympathy Card <input type="checkbox"/> Other _____	
TOTAL COST	\$ _____

FUNERAL HOME INFORMATION (if item to be delivered to funeral home)

FUNERAL HOME NAME			
ADDRESS			
CITY		PROVINCE	
POSTAL CODE		PHONE #	
DATE OF VISITATION		TIME OF VISITATION	

EMPLOYEE HOME INFORMATION (if item to be delivered to employee's home)

EMPLOYEE NAME			
ADDRESS			
CITY		PROVINCE	
POSTAL CODE		PHONE #	

DEPARTMENT INFORMATION

NAME OF PROGRAM MANAGER			
DEPARTMENT		EMAIL ADDRESS	
PHONE #		DATE OF REQUEST	
SIGNATURE			