Purchasing:
No equipment or maintenance purchase can be made without prior approval of your area manager and fiscal manager. Purchases over $25.00 require a purchase order to be issued by the fiscal manager.

When purchasing or making a charge purchase to the program it is necessary that you obtain an itemized list of each item bought and its cost. The receipt must be signed.

When purchasing classroom supplies, science supplies and health supplies make sure they are on a separate charge slip then your groceries and mark on the slip what it is for.

Telephones:
We will not be paying anything for last call return (*69). If there are any charges on your bills at the center for this you will be responsible for paying it. **There will be no long distance personal phone calls charged to the program. Telephone log forms are used to record all calls that are charged to the program and returned to the central office at the end of each month.**

No use of cell phones or electronic communication devices by the driver/operator unless the vehicle is parked out of traffic.

Postage Receipts:
These need to be received in the office every month **by the 5th**. **They need a signature**. If they are not received by the 5th they will not be paid until the next month. If a reimbursement claim/receipt is more than 2 months old it may not be paid. There will be no books of stamps purchased except for classroom activities with prior approval.

Payroll will normally be process on the 2nd working day of the month to be either direct deposit the 3rd working day or a check mailed the 3rd working day of the month.

Leave Forms:

When taking leave you need to let your **supervisor and the central office** know. You need to turn in a leave form to your supervisor before you take leave**. It will be the responsibility of the supervisor to verify the information and turn the form into the central office.** Forms need to be turned in before leave is taken (in case of sick leave that is not an appointment the leave needs to be **turned in right away**). **If all forms are not in the central office by 12:00 pm (noon) on the 1st working day of the month, payroll will not be processed until all forms are received.**

If you have turned in a leave form and then end up taking a different amount of leave than what was documented on the leave form you will need to send in a corrected leave form showing the correct amount and let your supervisor and the central office know.

Time Studies: **(These need to be filled out in pen)**

Teachers:
Are due in the central office by the 3rd working day of the month filled out completely and accurately.

Teacher Assistant and Tutors:

Forms need to be filled out with the actual time in and out and description of daily work. Do not use dittoes. Time Studies are to be turned into your supervisor and then it is the **responsibility of the supervisor and area manager to check and verify the information on the form**. The supervisor and area manager are then to sign it and send it to the central office. If the form is not sent to the office by the Area Manager it will then be sent back to the Area Manager to verify and may slow down your payroll. **If all forms are not in the central office by 12:00 pm (noon) on the 1st working day of the month, payroll will not be processed until all forms are received.**

Office Staff and Family Service Workers:

Time Studies are to be turned into your supervisor and then it is the **responsibility of the supervisor to check and verify the information on the form**. The supervisor is then to sign it and send it to the central office. If the form is not sent to the office by the Area Manager it will then be sent back to the Area Manager to verify and may slow down your payroll. **If all forms are not in the central office by 12:00 pm (noon) on the 1st working day of the month, payroll will not be processed until all forms are received.**

You need to fill out the **actual** time in and out and description of daily work. Do not use dittoes! The only time you will need to put time in the OT (over time) column is when you have **worked** more than 40 hours that week **and this needs to be approved before you work it**. So if on Monday you worked 8 ½ hr and on Friday you took 2 hour leave the ½ hr on Monday would not be OT it would be RT (regular time). If you need to deviate for you regular scheduled hours for work this first needs to be approved by your supervisor and the Executive Director.

<u>Personal Vehicle Log Sheets:</u>

The **originals (there is no need to fax these to the office)** are due in the office by the **5th of every month with your supervisor's and area manager's signature on it**. **(Do not give it to your supervisor until all travel has been completed).** If the form is not sent to the office by the Area Manager it will then be sent back to the Area Manager to verify and may slow down your payment. If they are received after the 5th they will not be paid until the next month. They need to be completed (date, from, to, odometer readings, totals miles and purpose of travel). Make sure you have the total miles on the form. It is the supervisor's and area manager's responsibility to make sure the information submitted is accurate and totaled. Log sheets submitted over 2 months old may not be paid. These forms need to be filled out in pen.

<u>Personal vehicles:</u> mileage will be paid for approved business travel at a rate per mile authorized by the Board of Directors. Fuel purchases or other vehicle maintenance costs cannot be charged to the agency.

All safety practices and policies must be followed including the use of seat belts (Vehicle Safety Restraint Policy) when traveling on agency business – using program owned vehicles or privately owned vehicles.

<u>Program Vehicle Log Sheets:</u>

The **original (there is no need to fax these to the office)** vehicle log sheet and all charge tickets are due in the office by the 3rd of every month. They need to be complete (date, odometer readings, totals miles, gals of gas and cost, repairs and cost, name of vendor, purpose of travel and driver's signature). **You must put down your actual odometer reading each day**. **All charge tickets need to be signed. (Make sure you have all charges documented).** If a finance charge is accrued to our account because of slips being turned in late you will be responsible for the charge.

<u>Program owned vehicles:</u> are to be used for official program use only and not used for personal travel or to transport the employee's family members.

All safety practices and policies must be followed including the use of seat belts (Vehicle Safety Restraint Policy) when traveling on agency business – using program owned vehicles or privately owned vehicles.

<u>Incidents Reports:</u>
This form needs to be filled out and sent to the office when a child, staff, volunteer or vehicle is involved in any accidents. **The incident needs to be called into the central office when it occurs.** When an employee is injured at work, seek appropriate medical attention and notify your Area Manager, Fiscal Manager and Executive Director. You will need to fill out an 1st report of injury form and an incident report and send to the office.

<u>Field Trips/Event form:</u>
The field trip request form may be used by the local parent group to request a field trip for a center base, home base or combination group. Four off-site field trips are allowed each program year (2 fall and 2 spring). Program funds may be used to pay for trips and events based on available funding (each unit is budgeted $6/child for each fiscal year (Jan-Dec) – **Pending approval of our submitted COLA grant application, this will increase to $8/child for the remainder of the 2016 fiscal year**) – the program can only pay for the enrolled child(ren) and up to two parents/guardian if there is a cost associated with the trip. Program transportation guidelines must be followed.

The person/group requesting the field/event trip completes the form and then turns it into the Area Manager who will turn it into the office for approval. Minutes of the local unit approving this request must be attached. **Once the form has been reviewed and approved/disapproved a copy will be returned to the Area Manager.**

After the field trip/event takes place the staff/area manager will attach a copy of the approved form to any bills or receipts noting who is to be paid and how many participants attended and turned it into the fiscal office for payment.

Report Workman Comp Claims

At the Time of Injury:

- ❑ Employee reports the injury to your supervisor and the central office.
- ❑ When medical care is needed the **SUPERVISOR**
  - Calls the Health Care Provider, urgent care or Emergency room and informs them the employee is coming in and report any pertinent injury data.
  - Directs/accompanies the employee to the Health Care Provider, urgent care center or hospital emergency room.

Within 24 Hours of the Reported Injury:

- ❑ The SUPERVISOR completes the South Dakota Employer's First Report of Injury form and the Incident Report Form with the EMPLOYEE. Make sure all areas are completed.
- ❑ The SUPERVISOR completes the Supervisor's Report of Accident Form.
- ❑ The SUPERVISOR submits the South Dakota Employer's First Report of Injury form, the Supervisor's Report of Accident form and the incident report form.

SCCD Inc
401 Walnut St SW
Wagner SD, 57380
1-605-384-5696 -Fax

Important
Fax the South Dakota Employer's First Report of Injury form and the Incident Report Form within 24 hours regardless if the other forms are not yet complete.

Attendance: (They are due in the office on the following Monday)
Please **use ink and fill the form in completely**. Put the children in Alphabetical order by last name. **No child will be removed from attendance until staff are notified by the Fiscal Office or Area Manager that the child has been dropped.** If they come late or leave early note that on the form. Enrollment change and address change forms need to be stapled to the attendance form.

Travel Follow up:
Travel follow up needs to be turned in no later then 5 days after the travel is completed.

Travel Request:
All travel requests shall be submitted at least two (2) days prior to any travel and approved by the Executive Director or his or her designee. In order to receive a travel advance a travel request needs to be in three (3) weeks before travel is to be done.

Travel will include reimbursement for mileage, meals and lodging at actual cost or based on the maximum per diem in travel allowances as determined by the Executive Director and the Agency Grantee board.

Fiscal Forms and Due Dates:

Telephone Log Sheets:	5th of month
Receipts	5th of month
Leave Forms	1st day of month by 12:00 pm (noon)
Time Studies	1st day of month by 12:00 pm (noon) can be faxed TA's and FSW
Teacher Time studies	3rd working day of the month
Manager activity reports	3rd working day of the month (unless you work for multiply funding sources then they have to be in by 12:00 pm (noon) on the 1st day of the month.
Leave control sheet	1st day of the month by 12:00 pm (noon)
Originals of faxed leave and time studies	3rd of the month
Program Vehicle Log Sheets	3rd of month
Personal Vehicle Log Sheets	5th of month
Incident Reports	Immediately
1st Report of Injury	Immediately
Attendance	Monday of Following Week
Travel Follow Up	5 days after Travel is complete
Travel Request	3 week prior to travel to receive an advance