

MENNONITE VILLAGE POLICY & PROCEDURE

TITLE: #7710 Account Usage

PROCEDURE NO: HR 500.01

REPLACES: _____

PAGE(S): 1

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DATE: 1/25/05

Purpose:

To provide guidelines for the use of funds in the 710 Account allocated to each department at Mennonite Village. This account is funded at the beginning of each fiscal year with funds approved by the Board of Directors.

The following guidelines will allow for more uniform use of the funds within the company.

Procedure:

Funds allocated to the 710 account in each department may be used for the following purposes:

- Recognition and reward activities and gifts for staff classified in that department. This includes food, decorations and gifts for celebrating birthdays & anniversaries. It also includes special luncheons like Christmas and project completion celebrations.
- Flowers or another appropriate gift for department staff who are hospitalized.
- Flowers or another appropriate gift for department staff who have lost a close family member (mother, father, spouse, child or another very close family member).

The department administrator manages the 710 account and is responsible for the appropriate use of the funds. If there is a question about the proper use of the funds, the decision made by the Executive Director will be final.