

# Ohio Olmstead Task Force Fiscal Procedures



The Ohio Olmstead Task Force (OOTF) has adopted these fiscal procedures to ensure the financial accuracy and integrity of the organization. All members are asked to read this document and follow the procedures.

## Operating Funds

1. OOTF currently operates with HOME Choice funding from the Ohio Department of Medicaid (ODM). HOME Choice is Ohio's name for the federal project called Money Follows the Person.

Yearly, ODM and OOTF develop and agree to a work plan and a budget. As OOTF completes each activity in the work plan, called a deliverable, ODM pays the budgeted amount to OOTF. Deliverables include such items as arranging meetings for the HOME Choice Advisory group, transportation and attendants for the group, and developing the annual HOME Choice Conference.

2. OOTF's fiscal activity operates on the state calendar year: July 1 through June 30.

3. OOTF keeps all funds in a bank checking account. Only the Treasurer or other designated officers can sign checks, as described in these procedures. Designated officers or a vote of the members must approve all checks before payments are made. Checks may be written for direct payment of invoice, such as for printing or transportation, or to reimburse members for approved expenses.

## Financial Forms

1. All financial forms used by OOTF are included at the end of this document, posted on the OOTF website, and by email request from the Chair or Treasurer. Use current forms, dated 9/16.

2. Members may download and complete forms by computer or print out the forms and complete them by hand. Completed forms may be sent electronically or by mail. Chair or Treasurer will let the person sending a form know that it has been received. As possible, all paper forms will be scanned and forwarded electronically.

3. OOTF accepts hand-written, scanned, stamped or typed signatures.

## Request for Payment (Reimbursements)

1. OOTF Members may be reimbursed for expenses related to attending approved events. Expenses may include mileage, parking, drivers, attendants, and miscellaneous items approved by the Chair. *[See description of a Member in Operating Procedures.]* Without pre-approval, reimbursements are paid only for events that must already have been held.

2. To be reimbursed, members must complete a Request for Payment / Reimbursement form and send it to the Chair. Original and scanned receipts must be attached. Chair may contact the member for additional information.

After reviewing the form, the Chair will sign it and email a copy to the Treasurer for payment. As possible, all forms will be scanned and sent electronically

3. If the request is less than \$500, the Treasurer will write and mail the check to the member.

If the request is for \$500 or more, it must have two approved signatures: the Treasurer and the Chair. The Treasurer will write and sign the check, and forward it to the Chair for signing and mailing.

**Note:** In the absence of the Chair or Treasurer for a length of time (as designated by the Fiscal Committee), the Vice-chair may complete any duties assigned in these fiscal procedures.

4. At no time and for any amount, may the Chair, Treasurer or Vice-chair write a check to him/herself and sign it. The check must be signed by a second, authorized person.

5. The deadline for requesting reimbursements is no longer than 30 days after the event or purchase, unless the Chair has given prior approval and copied the Treasurer.

6. Members may expect to receive checks in a timely manner. Typically, if a request is received by the 15<sup>th</sup> of the month, a check will be mailed by the last day of that month. If a request is received after the 15<sup>th</sup>, a check will be mailed by the last day of the following month.

7. Personal attendants and drivers will be paid \$11 per hour for up to twelve hours. Beyond twelve hours, they are paid a flat rate of \$150 for a day. After 24 hours, the attendant may be paid an additional \$11 per hour for each hour worked.

Attendants and drivers may be paid for any hours they are not able to be doing their own activity, such as accompanying a person who will be attending a meeting out of their hometown.

Attendants and drivers must sign the member's completed Reimbursement Form stating he or she worked the hours listed on the form and are not being paid by another source for the same hours.

Checks will be sent to the requesting OOTF member, not the attendant or driver. However, with prior approval from the Chair, providers may invoice OOTF and have the checks sent directly to them. The member that was provided services also must complete a Reimbursement Form stating that the provider worked the requested hours. The Chair must receive both the invoice from the provider and a signed Reimbursement Form from the member before approving the request.

8. Mileage is reimbursable at \$.54 per mile to attend approved events.

9. Parking, toll and transit services are reimbursable at actual cost. Receipts are required for costs over \$5. If not provided, member must provide an explanation.

10. Meals are reimbursable for members, attendants and drivers. If members are away from home for longer than six hours, they and their attendant/driver may each receive a flat rate of \$30 per day.

## **Pre-approvals**

1. Members should not assume that OOTF will reimburse all requests. Chair will approve or deny requests based on the fiscal procedures and will notify the member. (See Request for Payment, above.)

2. OOTF has different types of approvals to participate in events, such as meetings, conferences, legislative sessions, trainings, or other activities. To request an approval, members must send a completed Pre-approval Form to the Chair stating the type of approval requested:

2.1 Approval to represent OOTF at an event and request no reimbursement.

2.2 Approval to attend an event and request reimbursement after attending the event. (Most reimbursements are paid only after an event.)

2.3 Approval to attend an event and request reimbursement before the event.

2.4 Approval to attend a regularly scheduled event for a year, or other agreed upon length of time, and to request reimbursement after attending each event.

3. For any type approval, members must complete a Pre-approval Form and send it to the Chair. Chair may contact the member for additional information before approving the request. In a timely manner, the Chair will notify the member of the approval, sign the form, and send a copy to the Treasurer as needed.

4. To receive payment before an event, the members must complete a Pre-approval Form and send to the Chair for approval.

If the estimate of expenses is less than \$500, the form must be received by the Chair at least 14 days before the event. If the estimate is more than \$500, it must be received at least 30 days before the activity. These dates enable the Chair and Treasurer to approve and send payment in the time needed by the member to use the funds.

5. Within 30 days after the event, the member who received funds must send receipts for all expenses and the total amount spent to the Treasurer. Treasurer will review the total funds spent with the amount of the check sent. Before closing the paperwork for this request, the Treasurer may contact the member for additional information or explanation.

6. If a member received more money than was actually spent, he or she must return the excess funds within ten days by mailing a check or money order directly to the Treasurer.

Make payment payable to:

Ohio Olmstead Task Force

Mail to:

Neil Castilow

OOTF Treasurer

762 Sawmill

P.O. Box 9704

Canton OH 44711-0704

7. If a member spent more money than estimated, he or she may complete and send a Reimbursement Form and receipts to the Treasurer with an explanation of the additional amount. Treasurer will review the request and may contact the member for more information before approving and paying the additional amount.

## **Record Keeping**

1. Yearly, the Chair and Finance Committee will prepare a budget and present at an OOTF meeting for a vote to approve.

2. The Chair and Treasurer will review all income and expenses each month and give a report at the monthly OOTF meetings. They will compare what the bank has listed in its statement to what is recorded in the OOTF records and note any inconsistencies. The Finance Committee will immediately address any problems
3. The Treasurer will write the check number and date of each payment on all OOTF forms or other invoices.
4. Paper documents will be scanned and filed electronically. Treasurer will electronically maintain all financial documents, records, and reports and will share with Chair. Chair also will keep an electronic copy of the records. Electronic copies will be in password-protected files.  
Upon election of new officers, the financial records will be shared electronically with the new Treasurer and Chair.
5. The Chair and Vice-chair, or their designees, will conduct an internal review of financial records at least every two years. Their results will be shared with the Finance Committee.

## **Finance Committee**

1. The Finance Committee consists of volunteer members who serve for one year and may serve consecutive years.
2. The committee will be chaired by the Treasurer. The OOTF Chair will serve as a non-voting member of the committee.
3. The committee may meet in person or by conference call at dates and times set by the Treasurer.
4. At a minimum, the Finance Committee will meet quarterly to review the budget, expenses, and any financial issues brought to their attention. As needed, the committee will bring items to OOTF that need to be voted on, including amending the fiscal procedures and approving the annual budget.

***OOTF Fiscal Procedures revised and approved by the Ohio Olmstead Task Force: February 2016***

***Procedures amended and approved: \_\_\_\_\_***