

PROPER USE OF PUBLIC FUNDS POLICY

The policy establishes the Erie County Board of Developmental Disabilities shall comply with the Internal Revenue Code and other applicable federal mandates for the use of public funds when purchasing and/or reimbursing employees for goods and services while conducting authorized business for the Board. Additionally, the Erie County Board of Developmental Disabilities shall establish limits for these purchases and/or reimbursements.

In implementing this policy, the Board shall establish procedures for the following:

- I. Cell phone use and allowance;
- II. Uniform allowance;
- III. Employee expense reimbursement;
- IV. Use of petty cash;
- V. Purchase of event amenities;
- VI. Use of donated funds;
- VII. Use of board funds for recognition and memorial expenditures.

The Superintendent shall establish, revise and keep current the procedures to be utilized in the implementation of this policy. The Superintendent/ designee shall ensure compliance with these procedures. All revisions and changes will be shared with the Board when made.

Superintendent Signature:  Date: 6/21/18

Implemented: 9/22/06

Board Approval: 9/22/06, 7/20/17, 6/21/18

Revised: 8/20/07, 1/17/08, 2/18/10, 12/15/11, 11/12/15, 6/7/2016, 3/17/17, 6/12/18

Reviewed: 8/20/07, 1/17/08, 2/18/10, 12/15/11, 11/12/15, 6/7/2016, 3/7/17, 6/12/18

CROSS REFERENCE: Cite; IRC 262, IRC 280, Small Business Jobs Act of 2010, Ohio Atty. Gen. Opinion 82-006, ORG 301.27; Personnel Policy Section 600; Motor Vehicle Use by Board Employees; Cell Phone Use and Allowance

Forms: Appendix A: Cell Phone Allowance Request
Appendix B: Taxable Clothing and Meals
Appendix C: Expense Reimbursement Form
Appendix D: Travel/Expense Request Form

**ERIE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
PROPER USE OF PUBLIC FUNDS PROCEDURE**

I. CELLPHONE USE AND ALLOWANCE

- A. The Board's objective is to provide the most work-efficient and cost-effective communications systems to its employees.
- B. Board-owned Cell Phones:
1. The Small Business Jobs Act of 2010, enacted the fall of 2010, removed cell phones from the definition of listed property, a category under tax law that normally requires additional recordkeeping by employers/ employees. When an employer provides an employee with a cell phone primarily for non-compensatory business reasons, the business and personal use of the cell phone is generally non-taxable to the employee. The IRS will not require recordkeeping of business use in order to receive this tax-free treatment.
 2. As of January 1, 2012, the Board will no longer track personal use of Board-owned cell phones. Personal use of Board-owned cell phones shall be reimbursed to the Board at a rate of \$.25/ minute. This reimbursement shall be made on a monthly basis to the Business office. Although personal use is deemed allowable if it is used minimally, if personal calls on a Board-owned cell phone become a material concern, the employee will again be required to be taxed on that personal cell phone use.
- C. Personal Cell Phones
1. Employers that require and/or allow employees to use their personal cell phones for business purposes may treat reimbursements of the employees' expenses for reasonable cell phone coverage as non-taxable. This treatment does not apply to reimbursements of unusual or excessive expenses or to reimbursements made as a substitute for a portion of the employee's regular wages.
 2. For an employee to be reimbursed for the cost of the cell phone plan, the Board must demonstrate that a cell phone is an integral instrument in performing their job and they could not effectively carry out their job responsibilities without it. Before an allowance can commence, the employee must fill out a Cell Phone Allowance Request Form (Appendix A), and it must be approved by the employee's Department Head. Only one form is required to be filled out for each employee, which shall be kept on file.
 3. Cell phone allowances will be distributed quarterly for the prior three months in April, July, October, and January of each year in the following amounts:
 - a) \$20.00/month for voice and/or texting only;
 - b) \$40.00/month for voice and/or texting and data package.In order for the employee to be reimbursed for using their personal cell phone, they must submit the first page of their three monthly cell phone bills on a quarterly basis to the business office. This invoice needs to include the following information: the month the cell phone coverage took place, the monthly cost of the plan, and the cell phone number. This will help ensure that the employee does in fact have a cell phone, and the Board is reimbursing for their phone use.
 4. Payment of the cell phone monthly bill will be the responsibility of the employee.

**ERIE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
PROPER USE OF PUBLIC FUNDS PROCEDURE**

II. CLOTHING ALLOWANCE PROCEDURE

A. Clothing Allowance

1. Per Internal Revenue Code 262, no deduction shall be allowed for personal, living, or family expenses. Clothing purchased by the Board is considered a taxable fringe benefit. Any item of clothing that can be worn while away from work or is suitable for every day wear will be taxed as wages. These items include t-shirts, polo shirts, Carhartts, etc. If you have a question on an item of clothing in determining its eligibility, please contact the Business office.
2. Attached at the end of this policy is a Taxable Clothing and Meals Form (Appendix B). When an employee receives clothing from the County in any capacity, they are to fill out this form, attain their supervisor's approval, and remit it to the Business office. These forms are to be remitted to the Auditor's office monthly at a minimum. Any affiliated receipts are to be attached as well.

III. EMPLOYEE EXPENSE REIMBURSEMENT PROCEDURE

A. Employee Expense Reimbursement

1. All requests for the reimbursement of expenses, once they are approved by the applicable supervisor, must be submitted with all required back up documents to the Business office on the Expense Reimbursement Form (Appendix C) on or before the first Friday of each month unless otherwise notified. Employees should make every effort to submit for reimbursement of expenses on a monthly basis for those expenses incurred the previous month. Expenses submitted for previous years, except the month of December, will not be reimbursed unless approved by the Director of Business Services.
2. Reimbursable employee expenses include, but are not limited to:
 - a) Mileage at the rate set by the Board in January of each year;
 - b) Meals at a per diem rate not to exceed \$45.00, including tip when accompanied by valid receipts. Amount of tip must be written on receipt and initialed by employee;
 - c) Parking fees when accompanied by a valid receipt;
 - d) Toll fees when accompanied by a valid receipt;
 - e) Hotel/motel room fees that cannot be paid for with a purchase order.
3. Non-reimbursable travel expenses include, but are not limited to:
 - a) In-room movies;
 - b) Personal phone calls;
 - c) Alcoholic beverages;
 - d) Voluntary dinner meetings;
 - e) Spouse/family members or guest expenses;
 - f) Fines/late fees.
4. If meal reimbursement is requested for same day travel, it will be included in the employee's taxable income on their W-2. When these meals occur, the employee must check the 'same day travel' box on the Expense Reimbursement Form (Appendix C) and fill out a Taxable Clothing and Meals form (Appendix B). The employee has one week from the date of meal occurrence to turn the form into the Business office. The only exemption to this rule is when meals are included in a seminar fee or when the meal is related to business and part of their job duties. Meals taken

ERIE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES PROPER USE OF PUBLIC FUNDS PROCEDURE

when an overnight stay does occur are not taxable, provided receipts are provided.

B. Registration Fees for Conference and Training Seminars

1. If an employee wishes to attend a conference, in-service, or convention, a Travel/Expense Request Form (Appendix D) must be submitted to his/her supervisor for approval before any registrations are made. This form must be completed in full detailing names, purpose, dates, total estimated costs, etc., and must accompany the Expense Reimbursement form. Attach a description and/or any registration materials of the conference, in-service, or convention to your request.
2. Purchase orders (POs) must be used instead of out of pocket expenses whenever possible. Any expenses that are incurred by the employee should be submitted on an Expense Reimbursement Form (Appendix C) to your supervisor. Receipts and/or evidence of attendance must be attached.

C. Mileage Reimbursement for Use of Personal Vehicle

1. Mileage is not computed when traveling to and from home to your normal work assignment.
2. Refer to Motor Vehicle Policy for driver eligibility, employment qualifications, use of personal vehicles, and safety instructions.
3. Employees authorized to use their personal vehicles for Board business are reimbursed at the rate adopted by the DD Board during January of each year or the rate indicated in any bargaining unit agreement. Please refer to the Motor Vehicle Use policy for authorization guidelines.
4. Employees using their personal vehicle in the scope of their employment are covered under the county's fleet insurance policy for liability. Any physical damages to your vehicle would continue to be the responsibility of the employee and employee's insurance company.
5. Whenever possible, staff are expected to carpool and should use only one vehicle if several employees are attending the same conference. When carpooling is possible, only one employee will be reimbursed for mileage.
6. Mileage will be measured daily from the first job site to the final job site. When trips originate from Board offices, mileage will be paid from Board offices to the work site. When trips do not originate at ECBDD offices, if the distance to the job site IS SHORTER THAN the distance from the employee's home to ECBDD offices, no mileage will be paid to that job site. When the trips do not originate from ECBDD offices, if the distance to the job site is GREATER THAN, OR EQUAL TO, the distance from the employee's home to ECBDD offices, then mileage shall be paid from ECBDD offices, or the employee's home, whichever is shorter.
7. Refer to section 602.1 of the personnel manual for compensable travel guidelines.

D. Lodging

1. Lodging expenses for trips that require an overnight stay are reimbursable with a receipt. An overnight stay is reimbursable when a seminar, workshop, or conference is at least 100 miles from Sandusky and the employee is attending the seminar, workshop, or conference for two or more days. Whenever possible, staff should share room accommodations

ERIE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES PROPER USE OF PUBLIC FUNDS PROCEDURE

with coworkers attending the same event. See section (B.1.) for preauthorization process.

E. Personal Property

If an employee is requesting reimbursement for personal property that is medically prescribed such as eyeglasses, hearing aids, or dentures and has been damaged by an individual and the damage was not due to negligence by the Board employee, nor was it preventable, the employee must submit an incident report along with a request for reimbursement.

IV. PETTY CASH PROCEDURE

A. Petty Cash

1. Petty cash funds are used to pay small dollar amounts for purchases when it is not possible to issue a vendor payment using the regular accounts payable process. A petty cash request shall not exceed \$75.00 for any one purchase. Requests exceeding \$75.00 require prior approval from the Superintendent/designee.
2. Petty cash funds and receipts are to be maintained in a secure location at all times, with access limited to authorized personnel. The amount in the petty cash fund has an established maximum of \$500. A ledger sheet shall be maintained in the business office indicating the following:
 - a) Date of withdrawal or receipt;
 - b) Individual making withdrawal and a short description of purchase;
 - c) Amount withdrawn or received initialed by both parties;
 - d) Balance remaining in the fund.
3. The petty cash fund should always be in balance. Petty cash outstanding withdrawals plus cash-on-hand should always equal the petty cash authorized amount. The petty cash fund shall be reconciled by the business office on a monthly basis.

B. Administration of the Petty Cash Fund

1. A purchase request must be presented to the business office in order to obtain petty cash with the following areas completed:
 - a) Date of request;
 - b) Name of individual making request;
 - c) Reason for Request should be marked 'petty cash';
 - d) Item Description matching 2.b. above;
 - e) Total price should equal total amount requested;
 - f) Supervisor approval signature and date. Department heads may request with no further approval process.
2. Upon submission of a completed purchase request form, the business office will issue the petty cash requested and enter the information into the petty cash ledger sheet.
3. The petty cash purchase must be completed and a receipt for the purchase and any remaining change must be returned to the business office within one business day of receipt of the petty cash.
4. Affidavits will not be accepted in lieu of a receipt for purchases made. All petty cash funds not verified by a vendor receipt shall be the responsibility of the individual who received the petty cash.

**ERIE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
PROPER USE OF PUBLIC FUNDS PROCEDURE**

5. Upon receipt of the vendor receipt and any change, the business office shall complete the petty cash ledger sheet.
6. The business office shall replenish the petty cash fund through the accounts payable system.

C. Non-Allowable Petty Cash Purchases

1. Travel advances;
2. Staff gifts and other tokens of appreciation;
3. Utilities;
4. Rent;
5. Alcohol or cigarettes;
6. Salaries and wages;
7. Any other item prohibited by ECBDD Policy.

V. PURCHASE OF EVENT AMENITIES PROCEDURE

A. Purchase of Event Amenities

1. The Erie County Board of Developmental Disabilities approves the expenditure of public funds for the purchase of coffee, meals, refreshments or other amenities for events listed below as well as other events of similar character and purpose.
2. Beverages and condiments are provided in the common area for Board staff and visitors to the administrative offices and program offices. The public purpose is to provide common hospitality, fluids and refreshments found in other places of business.
3. The Board shall provide break and meal provisions during staff in-service days and organization activities. The public purpose is that it is a captive training event and those in attendance do not have the opportunity to leave for lunch, etc. It is more cost effective to have the training and refreshments at the same place and also facilitates the training/ meeting schedule.
4. Any time Board meetings occur during the evening or over a regular meal time, beverages and refreshments may be provided to the Board, staff and visitors. The public purpose is the Board, public and staff is asked to give up their normal meal time to participate in these activities.
5. On occasion the Board may provide beverages and modest refreshments as part of public awareness activities or public meetings or receptions such as open houses or events where the general public is invited into our facilities. The public purpose is one of general hospitality.
6. Food and beverages may also be purchased for use by our consumers and staff for the purpose of training in meal preparation and community inclusion training.
7. Refreshments purchased with public funds for any of these events shall be modest and appropriate to a work setting. Alcoholic beverages shall never be purchased with public funds or served in any Board facility or at any Board sponsored event.
8. Refreshments for retirement, birthdays, or other personal celebrations for staff of Board shall not be paid for with public funds.

**ERIE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
PROPER USE OF PUBLIC FUNDS PROCEDURE**

VI. USE OF DONATED FUNDS PROCEDURE

A. Use of Donated Funds

1. Donated funds shall be used to support individuals served by the DD Board. The Board shall set aside an annual ceiling for donated funds expenditures during its meeting in January of each year. The Superintendent shall then accept requests for donated funds, review these requests with the management team, and determine what requests will be honored.
2. Donations made for specific reasons are restricted for the purpose designated by the donor.

VII. USE OF BOARD FUNDS FOR RECOGNITION AND MEMORIAL EXPENDITURES PROCEDURE

A. Use of Board Funds for Recognition and Memorial Expenditures

1. Board funds not to exceed \$50.00 may be used for recognition gifts for the following:
 - a) An employee who is retiring;
 - b) A board member who is leaving the Board.
2. Board funds not to exceed \$50.00 may be used for memorials for the following:
 - a) Board member;
 - b) Former board member;
 - c) County official;
 - d) Other DD officials;
 - e) Individual receiving services;
 - f) Former individual receiving services;
 - g) Employee;
 - h) Former employee;
 - i) Relatives of present board members and employees limited to spouse, parent, in-laws, and child only.

Erie County Board of Developmental Disabilities

Cell Phone Allowance Request Form

Date: _____
Employee Name: _____
Department: _____
Department Head: _____
Time Period Requested for Allowance: _____

A cell phone reimbursement is justified for the following reasons: *(please check all that apply)*

- This employee is a key staff member needed in the event of an emergency.
- This employee is frequently away from access to traditional land-based phone services.
- This employee is involved in frequent off hours/on-call activity.
- The nature of this employee's work is critical to the operation of the County and immediate response is required.
- This employee's assigned work required substantial travel.
- The anticipated level of business use is significant.
- The related cost is justified when compared with alternative communication choices.
- Other: _____

Do you currently own a cell phone? Yes No

Cell phone number: _____

Provider of cell phone: _____

Amount of Monthly Plan: _____

Amt/Type of Reimbursement Sought:
Voice and/or Text: _____
Voice and/or Text and Data: _____

Amt/Type of Reimbursement Approved:
Voice and/or Text: _____
Voice and/or Text and Data: _____

Department Head Approval: _____

Department Head Review Dates: year #1 year #2 year #3 year #4

For Auditor's Office Only

Start date of allowance: _____	Amount of allowance: _____ per _____	
Number of months to reimburse: _____	Last pay to include allowance: _____	
Effective 10/1/06	Reviewed 3/18/10	Revised 12/15/11



Richard H. Jeffrey
ERIE COUNTY AUDITOR

Taxable Clothing and Meals Form

Date: _____

Employee Name: _____

Employee #: _____

Department: _____

Elected Official or Department Head: _____

Clothing	
Amount of clothing purchased by County:	_____
Was County reimbursed for items purchased:	Yes No
If No - Total amount to be reported on W-2:	_____

Meals	
Was meal(s) eaten for same day travel?	Yes No
Was meal(s) part of business related meeting per IRS regulation 1.274-2(d)(3)?	Yes No
Was meal(s) eaten during overnight travel?	Yes No
Amount of meals that are taxable to be reported on employee's W-2:	_____

Please attach copies of detailed original receipts for clothing purchases and/or meal purchases. If employee chooses to reimburse the County for above purchases, please make check out to "Erie County Treasurer". Otherwise, amounts of purchases will be included in employee's taxable wages.

I hereby certify that this information is accurate to the best of my knowledge.

Employee's Signature: _____

Supervisor's Approval: _____

For Auditor's Office Only	
Was clothing amount included in employee's taxable wages?	Yes No
Was meal amount included in employee's taxable wages?	Yes No

Erie County Board of DD Expense Reimbursement Form

Name: _____

Report covering period:

Date	Description of Travel/Expense	Distance	Cost at 45¢/mile	County Vech. Available	Report covering period:					Total Costs
					Meals	Lodging	Same Day Travel	Parking Toll Rd, etc	Total	
Subtotals:										

I certify that the above is a true and accurate itemization of work expenses and attached receipts incurred by me for the above mentioned period.

Signature: _____ Date: _____

Approved: _____ Date: _____

Form Effective 1/1/2014

**ERIE COUNTY BOARD OF DD
TRAVEL/EXPENSE REQUEST FORM**

Employee Name:		Date:	
Name of Meeting/Conference/Function:			
Date of Function:		Location of Function:	
Names of other employees attending:			
Vehicle Use: County Vehicle <input type="checkbox"/> <i>If a county vehicle is used you must submit a request to the transportation supervisor.</i>		Personal Vehicle <input type="checkbox"/> <i>Permission is needed from supervisor prior to an employee using their personal vehicle.</i>	
Please Provide Estimated Expenses for the Following:			
Item	Quantity	Rate	Total
1. Mileage	Miles	\$/mile	\$
2. Meals:			
Breakfast:	Days	\$	\$
Lunch:	Days	\$	\$
Dinner:	Days	\$	\$
3. Motel/Hotel:			\$
<input type="checkbox"/> Send Purchase Order to Vendor <input type="checkbox"/> Vendor doesn't Accept a Purchase Order Vendor Name/Address/Phone Number: _____ _____ _____			
4. Registration Fees:			\$
<input type="checkbox"/> Send Purchase Order to Vendor <input type="checkbox"/> Vendor doesn't Accept a Purchase Order Vendor Name/Address/Phone Number: _____ _____ _____			
5. Miscellaneous Fees:	Desc:		\$
Total Estimated Expense			\$
Supervisor Approval:			Date:
Fund # _____	Dept # _____	Account # _____	
Superintendent Approval:			Date:
For Business Office:			Date Received:
Hotel PO#: _____	Vendor: _____	Confirm # _____	
Conf PO#: _____	Vendor: _____	Confirm # _____	