



Dialysis Clinic, Inc.
A Non-Profit Corporation

Accounting and Tracking of Funds Approved for “40 Acts of Service”

PURPOSE:

Provide guidance for the accounting and tracking of the service project approved under the scope of “40 Acts of Service” by properly classifying related expenditures on the General Ledger. In addition, guidance will be provided for the tracking of each project by recording the related expenditure on the 40 Acts of Service Tracking Form and maintaining proper receipts and invoices. Further, instruction will be given for the requesting of funds to be reimbursed by the corporate office.

SUPPORTIVE DATA:

The year 2011 marks DCI’s 40th Anniversary. A part of this celebration will relate back to our mission, “We are a service organization. The care of the patient is our reason for existence.” To do this, DCI will sponsor “40 Acts of Service” (ESRD community service projects).

Specifics regarding “40 Acts of Service” Celebrating 40 Years of Care:

- It is a voluntary program open to all DCI employees.
- Acts of Service are to focus on the renal community in a local area allowing us to reach out to the community, not just a specific clinic’s patients or only to DCI patients.
- DCI will accept applications online via the DCI website. The deadline is Jan. 31, 2011.
- All applications will be reviewed, and then DCI will choose 40 projects to sponsor.
- If your project is chosen as one of the 40 Acts of Service, your team will receive up to \$5,000 to complete your project and it will be showcased on the DCI website.
- Acts of Service are to be performed April 1- July 24, 2011.
- In August 2011, all 40 Acts of Service will be competing online for the “Best Act of Service.” The first place winning team receives \$5,000, a celebratory team dinner hosted by Dr. H. Keith Johnson, Dr. Doug Johnson, and others, and a showcase in the 2011 DCI Annual Meeting video. Second place receives \$3,000. Third place receives \$2,000. The award money is to be

used for educational purposes within the clinic.

Designated Volunteer Roles:

Team Leader – The Team Leader organizes the team members and details of the service project/event.

Treasurer – The Treasurer records and tracks the expenditures related to the service project on the 40 Acts of Service Tracking Form. In addition, the Treasurer also maintains all A/P voucher packets (40 Acts of Service Check Request and Invoice/Receipt) related to project expenditures and will submit this supporting documentation with the 40 Acts of Service Tracking Form in order to receive reimbursement/approval for additional funding from the corporate office.

Historian – The Historian maintains a photo/video history of the project to support the subsequent press releases.

Privacy Officer- The Privacy Officer ensures consents are signed, copied, and placed in the patient's file, and sent to Jessica Emler, DCI Public Information Coordinator.

POLICY:

Approval Process:

1. On February 11, 2011, an announcement will be made identifying those service projects that have been approved under the scope of “40 Acts of Service.”
2. Once the location’s project has been approved as one of the “40 Acts of Service”, the Team Leader and the Treasurer will be sent a copy of the 40 Acts of Service Tracking Form and the 40 Acts of Service Check Request.
3. Upon this approval, the location has the ability to initially spend a maximum of \$2,500 related to the service project.
4. The Team Leader with the assistance of the Clinic/Local Administrator will identify a DCI location’s general ledger on which the approved project will be monitored. Once this location has been identified, the G/L Bookkeeper will be notified in order to properly prepare for the general ledger tracking of this project.

Expenditures related to the Approved Service Project:

5. The Treasurer will use the standard A/P process to submit payment for expenditures related to the approved service project.
6. The Treasurer will use the 40 Acts of Service Check Request when an invoice or payment request is present and needing to be fulfilled. This check request will only have one “G/L account to be charged” displayed. This G/L account:

A/R 40 Acts of Service – 105-90-091 is to be used at all times when completing this check request.

Tracking the Approved Service Project:

7. The Treasurer will document each expenditure for the approved service project on the 40 Acts of Service Tracking Form.
8. The following information should be documented in the respective column on the tracking form once an expenditure is completed related to the approved project: 1) Check Date, 2) Vendor Name, 3) Check Number, 4) Check Amount, and 5) A Brief Expenditure Description.
9. The Treasurer will maintain a copy of the A/P voucher packet (40 Acts of Service Check Request and related Invoice/Receipt) that agrees to the information documented on the tracking form.
10. The Treasurer will provide a copy of the 40 Acts of Service Tracking Form to the G/L Bookkeeper on a monthly basis to ensure the General Ledger activity is reflective of the disbursements related to the approved project.

Requesting Corporate Reimbursement:

11. The Treasurer will monitor the current balance of “Total Project Expenditures” on the 40 Acts of Service Tracking Form.
12. Once the balance of this line item approaches \$2,500 and it appears that additional expenditures are necessary, the tracking form along with the copies of the A/P voucher packets (mentioned in #8) will need to be submitted to Jessica Emler. Based upon the information provided to Jessica, it will be determined whether the project will continue and additional funding will be available from Corporate.
13. The information (tracking form and voucher packets) required must be sent by e-mail (scanned copies of the voucher packets) or by fax.
14. When it has been determined that the project will be approved for additional funding, in excess of the original \$2,500, the corporate office will reimburse the location the “Total Project Expenditures” balance (detailed on the tracking form) as of the submission date to Jessica Emler. Total Project Expenditures should not exceed a cumulative total of \$5,000.
15. The corporate office will be responsible for project expenditures up to \$5,000 and if project expenditures exceed \$5,000, the location will be responsible for excess expenditures.
16. The Treasurer should document the corporate reimbursement amount in the line item identified as “Total Corporate Reimbursement” on the 40 Acts of Service Tracking Form.
17. Once the service project is complete, the Treasurer will submit the 40 Acts of Service Tracking Form along with related A/P voucher packets (supporting documentation for all expenditures) to Jessica Elmer. Jessica will review the tracking form as well as the related voucher packets. When it is determined that these expenditures are appropriate, the corporate office will reimburse the

location the amount identified as “Unreimbursed Project Expenditures” on the tracking form. This reimbursement should fulfill any outstanding balance owed by Corporate.

18. The last date that service projects can be performed is July 24, 2011. If the project concludes on July 24th, the tracking form and related A/P voucher packets should be sent no later than July 29th.

Tracking the Approved Project on the General Ledger:

19. The G/L Bookkeeper will monitor the activity related to the approved service project in the G/L account: A/R 40 Acts of Service – 105-90-091.
20. The A/P Bookkeeper, using the 40 Acts of Service Check Request, will enter all project related expenditures to the G/L account listed above. The resulting balance in this account will be a “debit” balance.
21. The G/L Bookkeeper will obtain a copy of the 40 Acts of Service Tracking Form from the Treasurer on a monthly basis and reconcile the tracking form activity to the G/L account balance. The tracking form will serve as the G/L account’s subsidiary ledger (sub-ledger). The balance in the line item “Unreimbursed Project Expenditures” on the tracking form should agree to the “debit” balance in the A/R 40 Acts of Service G/L account.
22. When the corporate office reimburses the location for project expenditures, a journal entry will be completed by a corporate employee that will transfer the funds from corporate to the location (resulting in a “debit” to the location’s Cash Management account and a “credit” to the A/R 40 Acts of Service G/L account). **The corporate office will not issue checks to reimburse each participating location.**
23. Once the service project is complete and corporate has made the final reimbursement, the account balance for A/R 40 Acts of Service should be zero. If the project is complete, reimbursement has been made and the G/L account balance is not zero, the audit trail for the G/L account should be reviewed and the account activity should be compared to the expenditures/reimbursements listed on the 40 Acts of Service Tracking Form to ensure expenditures/reimbursements were not posted to the incorrect G/L account.