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Employee Fund Committee	ACA Standards: None		
Joe M. Allbaugh , Director Oklahoma Department of Corrections		Signature on File	

Employee Fund Committee

I. Employee Fund Committee

The purpose of the employee fund committee is to: assist in creating a positive work environment; provide a formal process to recognize staff for accomplishments; provide support to staff and their families during critical times; and promote staff involvement in the community.

A. Committee By-Laws

Employee fund committees will have written by-laws that govern the operations of the committee and will include, at a minimum, the following:

1. Official name of the committee;
2. Purpose and function of the committee;
3. Establishment of membership;
4. Establishment of officers, their duties, tenure and election process;
5. Intervals and notice procedures for regular and special meetings;
6. Voting procedures and amendment of by-laws;
7. Regulations on acquisition and expenditure of funds and resources, including a statement describing the approved purposes of any monies the committee may expend in relation to its purpose and function;
8. Open meetings, with minutes and financial records maintained;
9. Statement of what constitutes an approved expenditure and how the approval is gained; and

10. Procedure for disbursement of funds to include at least the requirement of two signatures on all disbursement checks and other appropriate segregation of duties, accounting controls and reports in accordance with accepted accounting practices.

B. Employee Fund Management

The employee fund will be overseen by the employee fund committee and the facility/district/unit head. All expenditures will be approved in advance by the committee.

1. Employee funds will be maintained through the Offender Banking System (OBS) for facilities/districts/units that have routine access to OBS.
2. All funds will be managed through the Offender Banking System for facilities/districts/units that have routine access to OBS.

C. Fund Raisers and Activities

1. All fund raisers and activities will be approved by the facility/district/unit head and be in accordance with any field memoranda on this subject. The distribution of funds will be at the discretion of the employee fund committee pursuant to the local by-laws.
2. Any employee organization raising funds for their own benefit will adhere to these guidelines.

II. Action

The chief of Financial Operations is responsible for compliance with this procedure.

The chief administrator of Business Services is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-120702 entitled "Employee Fund Committee" dated July 24, 2014

Distribution: Policy and Operations Manual
Agency Website