



Benefit Reserve Program Procedure (A&I-P012)

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Accounts Payable department processes Benefit Reserve Program reimbursements at the Washoe County School District.

2.0 RESPONSIBILITY:

- 2.1 Chief Accountant

3.0 APPROVAL AUTHORITY:

- 3.1 Senior Accountant

(Approval signature on file)

4.0 DEFINITIONS:

Signature

Date

- 4.1 A&I – Accounting & Investments

5.0 PROCEDURE:

- 5.1 Annually, near the close of the fiscal year, the Business Department will distribute a "Benefit Reserve Program, Statement of Use" form (A&I-F001) to each administrator with less than 10 years of employment with the District.
- 5.2 Administrators requesting reimbursement for expenses under this program will itemize the charges and submit receipts or other documentation for each charge.
- 5.3 Senior Accountant reviews the documentation and verifies the amount to reimburse the administrator. Maximum amount to be reimbursed for allowable expenses is determined by the applicable negotiated agreement for the employee. Negotiated agreements include the Washoe County Education Administrators Association (WCEAA) or the Washoe School Principals' Association (WSPA). Any administrator hired after July 1st of the current fiscal year is eligible for a prorated amount based on hire date.
- 5.4 A list of employees and the amount to be paid to each is submitted to payroll for inclusion in the June payroll cycle.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Benefit Reserve Program – Statement of Use Form (A&I-F001)
- 6.2 Washoe County Education Administrators Association (WCEAA) Negotiated Agreement
- 6.3 Washoe School Principals' Association (WSPA) Negotiated Agreement



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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Benefit Reserve Program – Statement of Use Form	Business	5 Years	Discard as desired per CSI-P004	Standard file cabinet, secured desk, or locked safe in secured office
List of Employees and Amounts to be Paid for Payroll	Business	5 Years	Discard as desired per CSI-P004	Standard file cabinet, secured desk, or locked safe in secured office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/29/05	A	Initial Release
04/16/07	B	Updated the Definitions; Added the Negotiated Agreements to the Procedure and Associated Documents sections; Updated the Record Retention Table.
10/20/08	C	Corrected acronym from “WESP” to “WSPA” to identify union group in 5.3 and 6.3; updated Record Retention Table to include “per CSI-P004” to define Discard as desired.

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