Subject: Fiscal Policy #11
Choices Wish List
03/27/2024

<u>OBJECTIVE</u>: Choices' employees have donated dollars to a fund called "Wish List" for clients' needs to purchase furnishings, appliances, vacations, entertainment, and/or anything else that would improve the quality and care of life for clients. The purpose of this policy is to ensure there is a formal process for requesting Wish List funds and that a separate committee reviews each request.

COMMITTEE

There is a committee of employees and volunteers that meets periodically to review requests for client needs. The Committee has the final decision-making responsibility for all requests.

DETERMINATION OF NEED

An employee of Choices will identify a need for a client and will verify with the Fiscal Office that the client does not have any available dollars for such a need. **<u>The Wish List funds are not to be used to pay for routine bills that are paid for by the client and/or Choices.</u>**

OFFICIAL REQUEST FOR WISH LIST FUNDS

After the employee determines that the client does not have funds for the requested need and it is not a routine expense paid by the client and/or Choices, the employee will email the Wish List Committee Chair who will notify the Wish List Committee of the request. If approved by the Committee, the Wish List Committee Chair will notify the request has been approved and will email the Fiscal Office and Chief Executive Officer of Choices. For all purchases, Choices and the Wishlist Committee will ensure compliance with Fiscal Policy #7 – Purchasing Policy.

MONTHLY FINANCIAL REPORTING

The Choices' Fiscal Office will email the Wish List Committee Chair within 10 business days after the close of the month a financial report showing deposits and withdrawals from the Wish List account. This financial report will show the beginning and ending fund balances.