EMERGENCY FUND PROCEDURES

_____ _____

RECIPIENT NAME GRANT NUMBER

In order for a project to develop an emergency fund with grant funds, certain criteria must be maintained. “Emergency” is defined as any immediate financial intervention in response to a victim's basic needs such as: temporary emergency shelter, food, transportation, clothing, and medical care including prescription medicine, eyeglasses, or dentures.

Due to the nature of these Emergency funds, they need to be easily accessible. Some safeguards are necessary and accountability of theses funds be maintained. For effective management and audit purposes, the following procedures must be maintained:

1. The emergency fund and regular grant allocation must be kept in separate accounts.

2. Vouchers, receipts, and canceled checks must be maintained for audit purposes.

3. The authority to make payments from the emergency fund rests with the Chief Executive of the agency. Authority to draw on the emergency fund has been delegated by the Chief Executive to _____. Checks require a counter signature in order to be valid. OES must be notified in writing of any changes in responsibility within ten days of the change.

4. If an imprest cash fund is used, the name, address and signature of the recipient will be maintained, as well as the date, amount and reason for the request.

5. Grant funds will not be commingled with other emergency monies.

6. As checks are drawn against the fund, a copy will be sent to the person in charge of the project’s accounting.

7. This fund will be used only in the absence of another community resource, and only in the case of an emergency.

8. Verification of the crime, if applicable, will be made with local law enforcement. A copy of the crime report or verification slip will be kept on file.

9. Payments will be limited to payment for goods or services. A credit system, in lieu of cash payment, will be explored with local merchants. Direct cash allotments will be limited to no more than _____ individual. Victims are not eligible to draw on the emergency fund for more than _____ crime incidents per year.

10. Records will reflect whether the emergency money is considered a loan and full or partial repayment is expected, or whether the money is an outright gift. Any repayments will be considered project income and must be used to reimburse the emergency fund.