

EMPLOYEE GIFT FUND

Employee Gift Fund Committee Charter (Approved May 14, 2018)

The Employee Gift Fund (EGF) Committee is responsible for the overall operation of the annual campaign to solicit and receive monetary donations from residents and others for distribution to GHBC employees.

1. The Committee plans the activities and follows the time schedule established in consultation with the executive director, executive assistant to the executive director, the co-chairs, the treasurer of the EGF, and the chair of the Resident Council to implement this campaign. The procedures ensure the confidentiality of donors and donations. The committee forms subcommittees as needed to carry out its responsibilities, including those for publicity, promotion and finance. The schedule of activities and actual fund raising should be confined to the end of October and through November.
2. The committee as a whole determines the goal.
3. The committee maintains a bank account for the immediate deposit of all funds received, for the disbursement of gifts to employees by check, and for paying campaign and incidental expenses that have been approved by the chairs. The committee treasurer keeps records of all funds and prepares a summary of campaign and incidental expenses. The committee treasurer prepares summary reports monthly for the EGF co-chairs, who provide them to the Resident Council chair. In order to maintain transparency, the summary reports are accompanied by a copy of the monthly bank statements.
4. The co-chairs are responsible for appointing all volunteers and each volunteer is responsible for only one area in the campaign. Each volunteer with a major responsibility must have at least one trained associate who can step in if necessary. The treasurer and assistant treasurer both have full access to and signing authority for the account. The list of volunteers is presented to the Resident Council. The current co-chairs select the new co-chairs with the approval of the Resident Council.
5. The co-chairs of the GHBC EGF submit a final report to the Resident Council to include: the amount carried forward from the previous year, the total amount of new contributions (from the end of the previous campaign to the beginning of the

new campaign), the total amount of contributions received by the cut-off date for distribution, the total amount distributed to the employees as gifts, the total amount of incidental expenses, the total amount to be carried forward, and the amount received from GHA Employee Gift Fund that year, as well as any other data which the Gift Fund Committee considers pertinent.

6. When new co-chairs begin their campaign, they are authorized to begin their efforts by reporting, at their discretion, the balance that is in the bank at the start of the campaign, including money given after the previous campaign and money which is set aside for contingency.

7. The committee maintains historical records and prepares an operations file for use by successive committees.

Procedures for handling the Employee Gift Fund

A. BANK ACCOUNT

The Gift Fund Committee maintains a bank account for the collection of monetary gifts for the employees of GHBC. The committee's campaign to collect these funds is concentrated in November, but throughout the year residents may deposit donations in the Gift Fund box located in the mail room, or have periodic payments mailed directly by their banks. Disbursement of funds is made in late November or early December.

B. DONATIONS

Most donations are made by check; cash donations are discouraged.

The handling of donations by check (the vast majority of donations) begins with the collection of checks from the Gift Fund box by the executive assistant or her designated backup. This is the only individual (other than bank personnel) who handles the donation checks from residents and has a deposit record of individual contributions.

The executive assistant endorses each check for deposit to the Gift Fund account, fills out a deposit slip, and makes a record of the deposit. The treasurer then takes the deposit to the bank (currently Wells Fargo), and receives and retains a deposit receipt. Most of the year, the executive assistant and the treasurer perform this task every several weeks.

In November and December, when the campaign is in full swing, the executive assistant processes the checks more frequently and the Fund's treasurer takes deposits to the bank once or twice a week. The treasurer only knows the total amount to be deposited, not each individual check.

When monthly bank statements are received by the treasurer, the executive assistant and the treasurer coordinate to ensure that all deposits are properly recorded. The treasurer also keeps the committee co-chairs informed by providing monthly accounting accompanied by a copy of the bank statement.

C. CAMPAIGN

The campaign is usually timed to end at least one week before checks are distributed to employees. Contributions to the Gift Fund after the end of the campaign are "rolled over" into the Fund for the following year.

D. DETERMINING SHARE VALUES

Human Resources (HR) provides the number of employees and the total number of their shares (see chart 1). The total number of shares is divided into the bank balance. Since a share value must be divisible by 4 (because partial shares are given in certain circumstances), round DOWN to determine the year's share amount (e.g. \$208, \$212, \$224 ...).

By rounding down, a surplus will be created forming a contingency fund. The contingency fund covers such things as a bounced donor check and/or employees missed by HR. The chairs may decide to reduce the share price in order to increase the contingency fund.

E. SHARED EMPLOYEES

The value of the gifts to joint/shared employees of GHA and GHBC (e.g. Goodwin House Home Care and Goodwin House Palliative Care and Hospice) is calculated by the GHBC Employee Gift Fund. GHA Employee Gift Fund reimburses the GHBC Employee Gift Fund for their proportional share of this amount determined by their percentage of the total combined residents in GHA and GHBC. See chart 2.

F. THE CHECKS

The treasurer is responsible for the physical control of all checks written on the Gift Fund bank account. Checks are printed and listed by employee, gift amount and check number. The committee has a small number (4 to 6) of residents

authorized to sign checks. Checks are signed and organized by department for distribution.

After distribution, the monthly bank statements show each check as it is cashed. The treasurer reconciles cashed checks against those issued. Usually there are a few checks still outstanding several months later, and the treasurer follows up on these.

As custodian of the Fund's checks, the treasurer is authorized to issue checks for any employee overlooked in the mass distribution and to issue replacement checks for those which are lost. The treasurer keeps the co-chairs informed of all activity of this nature. If any individual (or their legal custodian and/or heir) wants confirmation that their check has been received and deposited, the executive assistant is the only person able to do so.

G. EXEMPT EMPLOYEES

The following employees do not receive shares: executive leadership team; directors; administrators; Goodwin House at Home; contract employees (e.g. rehabilitation, swimming pool).

**Goodwin House Bailey's Crossroads Schedule for Distribution of
Employee Gift Fund for Employees**

The Current employment year begins November 1, 20__ and ends October 31, 20__.

FULL-TIME EMPLOYEES

Case Number	At Least	But Less Than	# of Shares
1	2 Months	3 Months	1/4
2	3 Months	6 Months	1
3	6 Months	1 Year	2
4	1 Year	3 Years	3
5	3 Years	5 Years	4
6	5 Years	7 Years	5
7	7 Years	10 Years	6
8	10 Years	15 Years	7
9	15 Years	20 Years	8
10	20 Years	25 Years	9
11	25 Years	No Limit	10

PART-TIME & ON-CALL EMPLOYEES

First Year Part Time Employees

Case Number	At Least	But Less Than	# of Shares
12	2 Months	3 Months	1/4
13	3 Months	6 Months	1/2
14	6 Months	1 Year	1

FIRST YEAR ON-CALL EMPLOYEES

Worked at least 130 hours	1/2 share
Worked at least 260 hours	1 share

PART-TIME & ON CALL EMPLOYEES* AFTER FIRST YEAR

Case Number	At Least	But Less Than	# of Shares
15	1 Year	3 Years	2
16	3 Years	6 Years	3
17	6 Years +		4

*On-call employees must work at least 260 hours per year to be eligible for shares.

Those full-time and part-time employees serving less than two months and those on-call employees who worked at least 60 hours but less than 130 hours during this employment year will receive a gift of a maximum of \$50.

Chart 2

FORMULA FOR ASSESSING DUAL EMPLOYEES
Approved by Resident Council May 14, 2018

(Developed by Sally Recinos, example from 2017)

Residents of GHA plus Residents of GHBC equals total residents:

$$\text{GHA } 410 + \text{GHBC } 499 = 909 \text{ Total}$$

GHA Residents/Total Residents equals percent from GHA, 45%

GHBC Residents/Total Residents equals percent from GHBC, 55%

Share price determined by GHBC for 2017: \$224

Shared employees: 88

Total shares for these employees: 272

Shares times share price: $272 \times \$224 = \$60,928$

Divide dollar number by percentage to get amount from each fund:

$$45\% = \$27,417.60 \text{ Alexandria}$$

$$55\% = \$33,510.00 \text{ Bailey's Crossroads}$$

Formula accepted by GHBC Gift Fund and Alexandria Gift Fund in November 2017. The formula will be followed in future years unless renegotiated.