

## **Unit Order Twelve - Voluntary Employee Fund**

### **Reference:**

**Manual of Policy and Procedures 3-05/090.00, Employee Maintained Funds**

**Manual of Policy and Procedures 3-05/090.05, Banking Procedure**

**Manual of Policy and Procedures 3-05/090.10, Method of Collection**

**Manual of Policy and Procedures 3-05/090.15, Responsibility**

### **Purpose of order:**

**The purpose of this order is to establish policies and procedures for the voluntary employee fund.**

### **Order:**

**The AAB has established a voluntary snack and water club employee fund designated as the "coffee/water fund." The AAB voluntary employee fund shall be governed by all sections of the Department Manual pertaining to employee-maintained funds.**

**AAB shall maintain a roster of current designated account holders and update the list with the banking institution.**

**A copy of the monthly statement shall be available for fund contributors.**

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