

iii) An employee working from his home in National, Ontario forwards an invoice for office rental, telephone service charges, telephone long distance charges, and office supplies. The Executive Director wants a policy to avoid excessive claims including personal expenses and ensure prior approval.

iv) In the past, staff has approved their own vacation time as agreed with their supervisor. In recent weeks, only one staff out of 6 was in the office to assist with administrative duties during the busy summer season. The Executive Director wants to know the number of weeks vacation taken by each staff person is consistent with their years of employment and that he approves all summer vacation by May 30 to ensure adequate coverage.

v) Staff has been arriving at the office wearing casual clothes not appropriate for the organization's professional appearance; for example, sweat pants, sweat shirts, and spandex.

vi) The Executive Director is concerned with the lack of accounting for petty cash.

vii) The Executive Director wants to know how the meal, mileage and private accommodation rates are identified, how often they are reviewed and how they are adjusted for increased costs

viii) Staff has been allowing friends and family to access the office and equipment after regular work hours. The Internet access fees have tripled over the past two months. It appears some equipment may be unaccounted for while some is damaged.