



Work team documentation

In order to meet the direction, accountability and control requirement imposed by the income tax act we need the following set of documents for all individual, group and work teams.

1. Work proposal submitted and approved by Trustees. Includes:
 - Estimated Travel Budget
 - Estimated Project Budget
2. Individual work team applications
3. If project purchases must be done ahead of time then an ACCMBC purchase order is required to authorize the purchase.
4. Project costs incurred after the team has left (for example work authorized by the ACCMBC but not completed in time) requires an ACCMBC purchase order.
5. Report at least a once/week of high level report of activities submitted to Trustees
6. Detailed report done daily including pictures of all activities. EVERY EXPENSE requires a receipt even if you have to make it out and have the seller sign it. Receipts must have the sellers name or company name, address and phone number if possible. When items are purchased we need pictures of the items, when the items are used, installed or distributed we need pictures of them being used as intended.
7. Reimbursement for any work team expense cannot occur until all the above paper work is submitted.

THE ABOVE ITEMS MUST BE FOLLOWED 100% BY EACH TEAM MEMBER AND THE TEAM LEADER IS RESPONSIBLE TO MAKE SURE EACH TEAM MEMBER FOLLOWS IT.