

Catholic Charities Diocese of Palm Beach, Inc.

Policy and Procedures Manual

No. of Policy 6002

SUBJECT: COLLECTION OF FEES

POLICY: Each program of Catholic Charities will collect fees according to the schedule of fees established by the individual program, for services to be offered within the guidelines of funding sources, and according to the following general procedures:

PROCEDURES:

- 1) The Finance Director or Controller has overall responsibility to see that all Divisions implement a schedule of fees, as well as a collection of fees system.
- 2) The Division Directors have the responsibility to see that each program under their supervision establishes the fees and the collection system.
- 3) The Program Administrator of each program has the responsibility for the collection of fees within his/her program.
- 4) The designated worker in each program/service has responsibility for establishing the fee for each client under his/her responsibility and providing this information to the designated collector of fees in the program.
- 5) The collector of fees will keep an individual account page on each client showing the fees charged and fees collected.
- 6) Receipts will be given to clients for fees paid.
- 7) The collector of fees will keep fees in locked storage until the bank deposits are made. Deposits must be made at least once each week.

AUTHORIZED DATE: 12/06/00

REVISED DATE: 06/25/09