

KOT Trailers - Standard Operating Procedure

This Standard Operating Procedure will address how Kairos of Texas handles Trailer Expenses and Trailer Inventory.

Situation #1: Advisory Councils that manage their AC's trailers will record expenses through their accounting procedures via Kairos Donor.

Situation #2: Advisory Councils that share trailers for their weekends that are held in a pool and managed by one of the following five Regional Coordinators:

1. Central Region
2. Mid-Texas Region
3. North Region*
4. Southeast Region*
5. Southwest Region*

*Denotes Regions that had funds transferred in from Regional Trailer Bank accounts.

1. Each of the above 5 Regions will have a "Trailer Fund Account" in QuickBooks Enterprise for the funds they are holding to repair trailers in their region.
2. Each of the above 5 Regions will have a "Trailer Expense Account" in QuickBooks Enterprise to record the expenses for their region's trailers.

These Accounts will be auditable and the KOT Financial Secretary will maintain the above accounts and will send a detail accounting to the Regional Trailer Coordinators on a Quarterly basis.

Trailer Identification

Each KOT Trailer will have the following Identification Number on each side of the trailer.

1. Identification Number: A. The numbering nomenclature will be as follows;
 - . A.i. Trailer Region name – Model Year – 1 (if more than 1 one trailer has the same Model Year, then - 2, etc.)
 - . A.ii. Example for AC Trailer: **Vance – 2008 – 1** (If more than 1 one trailer has the same Model Year, then – 2, etc.).

Annual Budget

It will be the responsibility of Regional Trailer Coordinator to adjust the trailer fees paid by the Advisory Councils annually depending on the amount in the Regional Trailer Fund account as well as expected expenditures for the coming year. The Regional Trailer Coordinator will update this calculation in September 1st of each year and send each Advisory Councils an amount that they are expected to pay in January. The Advisory Council will use this figure for budgeting purposes only.

The KOT Trailer Coordinator and each Regional Coordinator when budgeting for the next year, should take into consideration the possibility of replacing certain units. If this is the case, additional funds could be accessed for a period of time to build up their funds for these future replacements.

Invoicing

The five Regional Coordinators will send an Inter-Ministry Invoice to each Advisory Council's Financial Secretary that uses the trailers during their scheduled weekend. The AC Financial Secretary will review the invoice with the AC – Trailer Coordinator for approval. These invoices should be sent out no earlier than January 1st of each year. This will ensure that invoices are paid in the appropriate year. See Appendix "A" – Example of Regional Invoice.

If a Regional Coordinator sees a need to reevaluate the need for additional funds due to excessive wear and tear, he or she will share that information with KOT Trailer Coordinator. After review if deemed necessary additional invoices will be sent to AC('s).

A copy of all invoices, whether annual or additional needs invoices, will be forwarded to KOT Financial Secretary and the KOT Trailer Coordinator when they are sent to the AC's Financial Secretary. They will retain this invoice in their records during the year.

Payments

The Advisory Council Financial Secretary will record the invoice as "Trailer Expenses". The Financial Secretary will issue a Cash Disbursement Voucher *after* approval from the AC Trailer Coordinator along with a copy of the Invoice to the AC's Treasurer for payment. The Treasurer will issue a check and will send the check and a copy of the invoice to KOT's Treasurer.

These funds need to be sent and received by KOT no later than **January 31st** of each year or 30 days after invoice date of any additional invoice issued during the year.

Trailer Expenses

When trailer expenses are incurred shall be submitted to and approved by the Region Trailer Coordinator, he/she will send to the KOT Financial Secretary:

1. An Invoice from a vendor that has been approved by the Region Trailer Coordinator, or 2. A KPMI – Expense Reimbursement Report along with receipts for trailer repairs, registration, etc.

The KOT Financial Secretary will issue a Cash Disbursement Voucher to the KOT Treasurer and a check will be issued for these expenses.

The KOT Financial Secretary will send a monthly summary of all checks issued to vendors or individuals to each Regional Trailer Coordinator for their records.

Trailer Asset List

The KOT Trailer Chair will keep an updated Trailer Asset List for the KOT Executive Committee and the KOT Financial Secretary.

Those AC's that have their own trailers and the West Region should follow the same procedure as above, and they should submit their Trailer Inventory to the KOT Trailer Coordinator. The KOT Trailer Coordinator will update KOT's Trailer Asset List for the KOT Executive Committee and the KOT Financial Secretary.

Revised 07/12/2018 @5:48 p.m.

**INVOICE
FROM:**

Kairos of Texas - *SW*-Texas Trailer Region

**SOLD
TO:**

**Torres
Unit**

INVOICE No.:

Fall 2018-2SWTR

Attn: Mary Jo Erb

INVOICE DATE:

October 20, 2018

**ORDER
No.**

VERBAL

PAYMENT TERMS:

No later than Jan 15, 2019

QUANTITY	SERVICE DATES		SERVICES PROVIDED	UNIT PRICE
	FROM	TO		
1			Kairos Southwest-Texas Unit Trailer Use	\$125.00
1			Kairos Southwest-Texas Refrigerated Trailer Use	\$125.00
1			Kairos Southwest-Texas Unit Trailer Use	\$125.00
1			Kairos Southwest-Texas Refrigerated Trailer Use	\$125.00
			Total ⇒	\$500.00

**REMIT
TO:**

Kairos of Texas

Attn: Bob Crane

750 South Main Street

Suite 150 – PMB 127

Keller, TX 76248

PLEASE SHOW IN MEMO "(The Region you are in) Trailer Fund"

In Donor book it to Trailer Expense

Jeff Coatney

Southwest Texas Region – Trailer Coordinator

830.491.9071

Change the info in RED to make this invoice your own.

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