

SUBJECT: LOANS/BORROWING FROM AGENCY FUNDS

EFFECTIVE

DATE: 04-05-11 (replaces 04-07-10)

APPROVED BY:

Reviewed (no changes): \_\_\_\_\_  
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Executive Director

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POLICY

It is the policy of McIntosh Trail CSB that the following activities are not allowed:

- a. Loans to staff members from any agency revenue source;
- b. Salary advancements;
- c. Travel advancements;
- d. Borrowing money from consumers;
- e. Borrowing money from consumer funds;
- f. Borrowing money from billing windows;
- g. Borrowing money from petty cash funds.
- h. Under no circumstance should agency monies go home with staff.
- i. Cashing checks/money orders through agency or consumer funds.