

PATHWAYS ABILITIES SOCIETY

PROCEDURE: FEE PRICING FOR SERVICES AND PRODUCTS

Applies to: All Personnel

Original Effective Date: November 17, 2008

Effective Date: February 27, 2023

Replaces Procedure Dated: April 26, 2021

Social Ventures Contracts and Shredding

1. The employment manager:

- Calculates the costs of each contract and reviews the fee pricing annually.
- Includes in the calculation's wages, benefits, transportation, supplies, materials, and administration and incidental costs.
- Provides the executive director and finance manager with a copy for their approval.
- Completes the monthly invoice and submits to the finance department.
- Reviews shredding charges annually and in consultation with the finance manager, adjusts.

2. The finance department completes the monthly invoice and issues for receipt of payment.

BikeWays

1. Staff or volunteers who has been at BikeWays for minimally 6 months review and determine the cost to refurbish, resell bikes and parts based on policy. They include materials, supplies and operational costs.

2. Consigned bikes are priced as outlined in the Business Decision and Sales policy and procedure.

3. The fee for bikes reclaimed by the rightful owner is outlined in the Business Decision and Sales policy and procedure.

Individualized Funding and Home Sharing

1. The executive director or designate calculates the cost of each contract and reviews the fee pricing prior to contract expiring.

2. They include in the calculation's wages, benefits, transportation, supplies, materials, and administration and incidental costs. Consideration may be given if the contract amount has been predetermined and the person and or their support network has a set amount or limited funds to work with and is in need.