

PATHWAYS ABILITIES SOCIETY

PROCEDURE: FEE PRICING FOR SERVICES AND PRODUCTS

Applies to: All Personnel

Effective/Revision Date:

November 17, 2008
September 12, 2011
December 20, 2012
May 28, 2014
January 16, 2017
April 26, 2021

Social Ventures Contracts and Shredding

1. The employment manager calculates the costs of each contract and reviews the fee pricing annually.
2. They includes in the calculations wages, benefits, transportation, supplies, materials, and administration and incidental costs.
3. They provides the executive director and finance manager with a copy for their approval.
4. The employment manager completes the monthly invoice and submits to the finance department.
5. The finance department completes the monthly invoice and issues for receipt of payment.
6. The employment manager reviews shredding charges annually and in consultation with the finance manager, adjusts.

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 includes 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 calculations 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.