



Policy TITLE:	Accounting Policies: Recording Direct Labor Charges
Policy NO.:	1-119
REVISION NO:	1.1
Program	Administration

	Last Revision	Last Review
Finance Committee Approved Date:	NA	8/25/2023
Policy Committee Reviewed Date:	7/30/2015	4/5/2023
TNI Board of Directors Endorsed Date:	NA	
POL Effective Date:	7/30/2015	

I. POLICY

Reports reflecting the distribution of activity must be maintained for all staff members. Reports must meet the following standards:

1. The reports must reflect an *after-the-fact* determination of the actual activity of each employee.
2. Each report must account for the total activity for which staff are compensated and which is required in fulfillment of their obligations to the organization.
3. The reports must be signed by the individual staff person and contain a statement that the distribution of activity represents a reasonable estimate of the actual work performed by the person during the periods covered by the reports.
4. The reports must be prepared monthly.

II. RELATED DOCUMENTS

Policy 1-111, Accounting Policies: General
 Policy 1-112, Accounting Policies: Travel
 Policy 1-113, Accounting Policies: Procurement
 Policy 1-117, Accounting Policies: Property Management and Control
 Policy 1-118, Accounting Policies: Reporting
 Policy 1-120, Accounting Policies: Conflicts of Interest

Policy Approved Changes

Revision No.	Effective Date	Description of Change
0	11-6-06	
1.1	3-10-12	Larger policy split into individual policies. Updated format.
1.2	7-30-15	Change "SOP" to "Policy" in Section II.