



TO: Fund Commissioner

FROM: Executive Safety Committee

DATE: February 11, 2011

RE: **Optional Safety Budget Program - Reimbursement Procedures**

Please note that \$_____ has been allocated for your municipality's Optional Safety Budget for the 2011 Fund Year.

Purpose

The Optional Safety Budget Program is designed to assist members in meeting their own safety objectives by providing financial reimbursement for safety related items or safety training programs purchased by the member municipality.

Suggested Uses

Some suggestions for eligible items are as follows:

SAFETY ITEM SUGGESTIONS	SAFETY TRAINING SUGGESTIONS
<i>Safety signs, posters</i>	<i>Subscriptions for tool box topics</i>
<i>AEDs, eyewash stations, Vaccinations</i>	<i>Monthly Newsletters</i>
<i>Safety Equipment, Crossing Guard Equipment</i>	<i>Safety Manuals</i>
<i>Trench Box, Lift Gates, SCBA Equipment, Bullet Proof Vests</i>	<i>Supplemental Training – not covered by MSI or EPL</i>
<i>Safety Attire (i.e., reflective vests, protective gloves, turnout gear, steel tipped boots)</i>	<i>Purchase of Safety Videos/ DVD's</i>

Your JIF Loss Control Consultant can help you with additional ideas if you need them.

Inadmissible Reimbursements

Please note that purchases made routinely within a municipality, if an optional safety budget program were not in place, are not eligible for reimbursement. These items include such things as batteries, office supplies, office equipment, or janitorial supplies. Requests for reimbursement items that are not clearly safety related will be submitted to the Executive Safety Committee for approval.

Reimbursement Instructions

Payments will be processed on a monthly basis as individual reimbursement requests are made by members. Instructions for reimbursement are as follows:

1. After you have completed your purchase, you must forward supporting documentation (purchase orders, vouchers, invoices, course outlines, descriptions, etc.) along with a copy of the enclosed voucher with an original signature to:

Atlantic County Municipal Joint Insurance Fund
Attention: Kris Kristie, Sr. Account Representative
PO Box 489
Marlton, NJ 08053
Fax: (856) 446-9149
E-mail: Kris_Kristie@ajg.com

2. Upon receipt of the above documentation, a check will be issued after the next monthly JIF Executive Committee meeting.

In order to avoid accounting problems for your vendors and the JIF, we want to again emphasize that all purchases must be made by and paid for by the municipality. The JIF cannot pay vendors directly on your behalf.

Deadline for Reimbursement Requests

Finally, please plan your expenditures so that your requests for reimbursement are submitted no later than **December 31, 2011**. The Executive Safety Committee has historically enforced this cut off date. In addition, if you are purchasing items for which you will seek reimbursement through this program; however, you will miss the **December 31, 2011** cut off date; you may encumber your money by sending a letter to the Executive Director's office announcing your intent by the **December 31, 2011** deadline. All encumbered Funds must be claimed by **February 1, 2012**. The JIF will strictly adhere to the program cut off date in order to avoid accounting and budgeting problems associated with delayed payment requests.

cc: Safety Coordinator
Risk Management Consultant
Joanne Hall, Safety Director, J. A. Montgomery Risk Control

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