

**TOWN OF
KIRKLAND LAKE**

POLICY

SECTION: ADMINISTRATION	SUBJECT: MONTHLY TELEPHONE RECONCILIATION	Pg. 1 of 1
		DATE: FEBRUARY 18, 2005

We will no longer reconcile long distance telephone calls except for the following exceptions:

1. Personal phone calls will be recorded by the individual on a reconciliation sheet which will be forwarded to you at the end of each month.
2. Faxes will be recoded, accounted for an appropriately charged in the format as present, and
3. You should scan each bill for any phone call over \$5.00. If there are any, they should be verified that they are a legitimate call.

You will apply the following percentages to the following departments:

Town Hall	G-111	Mayor	10%
	G-351	Parking	5%
	G-121	Administration	25%
	G-123	Treasury	40%
	G-281	Econ Devel	20%

Approved By: Don Studholme
Director of Corporate Services

Date: