



TO: «F4», Fund Commissioner
 «F2»

FROM: Executive Safety Committee

DATE: December 27, 2011

RE: Optional Safety Budget Program - Reimbursement Procedures

Please note that \$«F3» has been allocated for your municipality’s Optional Safety Budget for the 2012 Fund Year.

Purpose

The suggested best use of the Optional Safety Budget Program is to assist members in completing *Outstanding Suggestions for Improvement* developed by the Safety Director’s office. This continues to remain the primary focus of the program. However, in the event that a member has completed all of their *Outstanding Suggestions for Improvement*, or has identified other sources of funding for this purpose, this money may be used to meet your own safety objectives by providing a way to pay for safety related items or safety training programs.

Permitted Uses

In the event that all *Outstanding Suggestions for Improvement* are completed, or are being completed using other sources of funding, some suggestions for eligible safety items are as follows:

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

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.

Burlington County Municipal Joint Insurance Fund
P.O. Box 489, Marlton, New Jersey 08053 • 856-446-9100 • Fax 856-446-9149

**IF YOU HAVE DOUBTS ABOUT THE VALIDITY OF ANY ITEM FOR PROGRAM
ELIGIBILITY CALL THE EXECUTIVE DIRECTOR'S OFFICE OR SAFETY
DIRECTOR FOR GUIDANCE.**

Reimbursement Instructions

Instructions for obtaining your funds are as follows:

1. If there are no ***Outstanding Suggestions for Improvement***, or are being completed using other sources of funding, then you may use the funds for safety items, training, etc. as stated above.
2. After you have completed your expenditures, you must forward supporting documentation (purchases orders, vouchers, invoices, course outlines, descriptions, etc.) along with a copy of the enclosed voucher with an original signature to:

Burlington County Municipal Joint Insurance Fund
Attention: Sheila Ortiz, Account Representative
PO Box 489
Marlton, NJ 08053
Sheila_Ortiz@ajg.com
Fax: (856) 446-9149

3. 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 **November 30, 2012**. The Executive Safety Committee has historically enforced this cutoff date. In addition, if you are purchasing items for which you will seek reimbursement through this program; however, you will miss the **November 30, 2012** cutoff date; you may encumber your money by sending a letter to the Executive Director's office announcing your intent by the **November 30, 2012** deadline. All encumbered Funds must be claimed by **February 1, 2013**. The JIF will strictly adhere to the program cutoff date in order to avoid accounting and budgeting problems associated with delayed payment requests.

cc: «F1», Safety Coordinator
«F5», Risk Management Consultant
Joanne Hall, Safety Director, Conner Strong Risk Control Services

File: BURLCO/2012/Optional Safety Budget Tab: Reimbursement Procedures Letter

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