

PROCEDURE FOR
COMPUTING MONTHLY CLOTHING ALLOWANCES

1. A. Post the W.R.A. payrolls on the Basic Family Cards.
B. Double Check.
2. A. Post the Extended Illness Compensation lists.
B. Double Check.
3. A. Post the Community Enterprise payrolls.
B. Double Check.
4. A. Post the Church Workers payrolls.
B. Double Check.
5. The Basic Family Cards are automatically divided into active and inactive files.
6. Transcribe to work sheets necessary informations from the Basic Family Cards of those eligible for clothing allowance.
 - (1) For those employed (WRA) or eligible for Extended Illness Compensation for 15 days or more of the month and their dependents.
 - (2) Dependents of Consumers Enterprise Employees and Church Workers if the head of the family has worked over 15 days of the particular month.
 - A. Names and ages in the following order---
 - (1) Dependents
 - (2) Family head
 - (3) Individuals paid separately
 - B. Number of days employed
e.g. (30)
 - C. Number of days eligible for Extended Illness Compensation
e.g. 17
 - D. Number of days employed by the Community Enterprise. (In Green)
 - E. Number of days employed by the church.
(In Red)
 - F. Amount of Clothing Allowances due each person.
 - G. Double check all informations.
7. A. Compute the amount due to family heads and to individuals paid separately.
B. Double check the computations. Make adding machine tape of work sheets to check against finished Voucher.

8. A. Post on Basic Family Card amount to be paid to family heads and to individuals paid separately.
B. Double Check.
9. A. Type from work sheets the official Subvouchers--
WRA Form #93.
(1) White (original) - for Fiscal Department
(2) Yellow #93a (copy) - for office files
B. Double Check.
10. A. Total the amount paid to family heads in Column 8 and to individuals in Column 9 on each page.
B. Double Check.
C. Compute the grand total on the last page.
D. Double Check.
11. A. Prepare the voucher Form #772 and three copies (#77c).
(1) Original #77a (to be sent to Portland).
(2) 1st yellow copy (#77c)--for Fiscal Department.
(3) 2nd yellow copy (#77c)--for Disbursement Office.
(4) 3rd yellow copy (#77c) --for office file.
B. Double Check.
12. A. Total each page of the Form #772.
B. Double Check.
13. A. Prepare the voucher Form #77 and 3 copies #77b--Each page of Form #77a recorded.
(1) Form #77--(to be sent to Portland).
(2) 1st yellow copy (#77b)--for Fiscal Department.
(3) 2nd yellow copy (#77b)--for Disbursement Office.
(4) 3rd yellow copy (#77b)--for office file.
B. Double Check.
14. Check the grand total on Form #77 with the grand total on Form #93.
15. Check the Form #77a with WRA payrolls, Extended Illness Compensation List, Church Workers List, and Community Enterprise payrolls to avoid double payments of both the payrolls and clothing allowances.