

## KELOWNA AND DISTRICT SOCIETY FOR COMMUNITY LIVING

### **PROCEDURE: SERVICE RECIPIENT FINANCES**

**Applies to:** All Personnel, Service Recipients, Families, Advocates and Caregivers

**Effective/Revision Date:**

April 28, 2003

January 26, 2004

April 25, 2006

October 2, 2008

Upon commencing service, the level of assistance required to assist the person with their finances is established by the Service Recipient Consent and Community Support form. If the person can monitor his or her own personal spending, no assistance will be provided. If the person requires assistance, the following procedures apply to the specified area:

#### Residence

1. When the person moves in, their money is given to the supervisor who is responsible for confirming, in writing, the amount received.
2. In the finance binder, the supervisor documents the approximate amount of personal spending money the resident receives each month.
3. If the person has a bank account, the signatories to the account are established. If not, a new account at their local bank is opened.
4. If two signatories are required, the supervisor contacts the bank and arranges signing authority. The person and the supervisor and/or designate only have signing authority on the person's account. A letter is left with the bank with instructions regarding the removal or additions of signing authority and the authorization required.
5. All cheques or money received for the person is deposited into their bank account.
6. All bank withdrawals are documented in the person's ledger and the corresponding amount of money deposited in their money pouch.
7. Each time a withdrawal is made from the person's pouch the amount with a corresponding receipt is documented in the ledger. All expenditures must have a receipt or a reasonable explanation of why one is not available. The last dollar amount listed in the ledger total column must be the same amount as the cash in the pouch.
8. Once a month the bank statements are reconciled with the ledger by the supervisor.
9. Service recipient's finances are audited periodically by the finance manager, executive director or their designate.

## Day Service

1. When the person commences service, their money is given to the supervisor who is responsible for confirming, in writing, the amount received.
2. The money is placed in an envelope and on the Individual Spending form; the amount deposited into the envelope is recorded. The individual's envelopes are kept in a locked filing cabinet.
3. Each time expenditures occur write the Date, Reason, Expenditure (receipt amount), Balance and initial. All expenditures must have a receipt or a reasonable explanation of why one is not available. The last dollar amount listed in the Balance column must be the same amount as the cash in the envelope.
4. When the person's envelope requires replenishing notify your supervisor or their designate.
5. The supervisor or designate balances the envelope and makes a copy of the Individual Spending form for KDSCL records and files in the person's binder. The receipts and the original form with the bottom portion completed are sent home confirming the need for additional dollars.