

# Financial Procedure 2023

## Community Services – Day Care / Reablement Care & Support Service, SCHH - Adult Social Care

### Introduction

All people have a capacity assessment in place regarding their ability to manage their own finances.

For people who are capacity assessed and risk assessed as unable to manage their own finances, an appointee is identified to be responsible for the management of their finances.

### General

- When supporting a person with their monies, staff will be issued with a receipt book or transaction record sheet to record any transactions – where applicable

### If you are required to support a customer with their monies – staff must:

- Count a person's cash in front of the person. Money in sealed envelopes must also be checked.
- Use the receipt book/transaction record sheet to record any activities i.e. the person's full name, address and date clearly and the amount of monies handled / received.
- Both the person and the member of staff should sign against the activities/transactions recorded, including for receipt of money received.
- When shopping for people, staff must NOT use their own personal reward cards
- Under no circumstances take a person's bank card and PIN number

### After transactions ...

- Any loose change must be checked with the person and documented in the receipt book/transaction record.
- All signed records & till receipts must be given to the person
- The amount of change given must be entered into the staff members transaction record
- If using a transaction record, the form should be left with the person and the support worker should take a photograph of the completed document on their work mobile phone. The image should be uploaded to the persons electronic record/SharePoint as soon as possible and then deleted from the mobile phone
- If using a receipt book, the top copy of the receipt page from the book to be given to the person, the carbon copy page will remain in the book for service records.

### No cash/cheques should change hands without a receipt being issued. This applies to all parties concerned and at each stage of the transaction.

- All Duplicate Receipt Books must be returned to the office once they have been used.
- Staff are under strict instructions to keep their money separate from that of the persons.
- Staff should not treat people's money as their own or vice versa
- Staff should not open any bank accounts etc. jointly with people in receipt of services.
- Staff must not borrow from or lend money to people under any circumstances.

## Reablement Cash Transaction Record

To be completed when supporting a person with cash transactions.

Name of Worker:	
Name of Person:	
Address of Person:	

Total Cash Given:	£
Change Returned:	£

	Item Description	Quantity Purchased	Price
1			£
2			£
3			£
4			£
5			£
6			£
		Total Cost	

Signed (Worker):		Date:
Signed (Person):		Date:

This document should be kept in the persons care and support folder in their home

Reablement Worker should take a photograph of this form for their records