

ACCOUNTABLE:	CEO
RESPONSIBLE:	GM Accommodation Options
NEXT REVIEW DATE:	23 July 2023

***Our vision:** For all people with intellectual disability to live the life they choose.*
***Our mission:** We value the inherent worth of every individual.*
We create opportunities for adults with intellectual disabilities to explore and grow.
We build inclusive community connections.

1. STATEMENT

Bayley House is committed to protecting the rights of people living in its accommodation services and to provide accountability, transparency and security to residents in the management of their funds in accordance with the principles of the Disability Act (2006).

2. SCOPE & PURPOSE

The purpose of this policy is to ensure that Bayley House Accommodation Support staff recognise their responsibilities in relation to supporting residents to plan, spend and account for their personal finances.

This policy applies to all accommodation support staff and residents nominated financial representatives (responsible persons).

3. DEFINITIONS

“Financial administrator” is the responsible person who oversees the finances for a resident. This person can be a nominated ‘friend’ or can be legally appointed as a guardian or legal financial administrator.

4. RESPONSIBILITIES

The **GM Accommodation Options, Accommodation Options Manager, Team Leaders, and Accommodation support staff** are responsible for the proper administration of this policy and procedure.

5. PROCEDURE

There are three critical stages to the resident money management procedure.

1. Planning – Monthly Allocation of funds agreed
2. Spending Money – including the transfer of funds either in person or electronically, securing of money and the recording of income.
3. Accountability – documentation and receipting of all expenditure.

Prior to the commencement of a placement in a Bayley House accommodation service or before staff can store, manage or control any amount of money for a resident, that consent for that management/control is obtained from the resident and/or responsible person (Form GCP-403).

5.1 Planning

The team leader or key worker arranges a time to meet with the resident to discuss their financial commitments/responsibilities for the year, unless there is a significant change– e.g. pharmacy bills, podiatry bills, health professionals, activity expenses, gifts etc. Expenses will be averaged out for a monthly allocation to be entered on the residential Financial Transaction Sheet (Form ASC-611).

5.2 Depositing Monies

The responsible person can make the funds available by either dropping off the cash amount to the house or via directly depositing money (electronic funds transfer, EFT) into an account for which the resident holds an access card, or otherwise by arrangement. No more than \$500 should be held by Bayley House at any one time. An exception to this value would be when a responsible person/ financial administrator is away for a longer period of time, this is to be approved by the GM Accommodation Options/Accommodation Options Manager prior to holding more than \$500.

Once received, accommodation support staff will enter the amount on the *Resident Financial Transaction Sheet* (Form ASC-611) as income and completed monthly copies of the transaction sheets will be forwarded to the responsible person, if requested.

5.3 Spending Money

When a resident's money is expended, the date, amount and details MUST be completed on the *Resident Financial Transaction Sheet* (Form ASC-611) and signed for by support staff and the person involved. Should the person be unable to sign, or chooses not to sign, the amount must also be witnessed and signed by a second support staff member (if possible).

Receipts for clients expended funds will be retained, but for small amounts (less than \$5) an internal receipt may be used.

On an occasion where an amount of money is taken to pay for such things as bills, or goods whilst the resident is not present (must have permission from the resident involved), a second staff member must counter sign for the amount and a receipt MUST be produced and filed with the accompanying *Resident Financial Transaction Sheet* (Form ASC-611).

5.4 Accountability

A count of monies at each accommodation site is to be conducted at each shift handover (or as directed) by two staff members (if possible) and recorded on the *Check of Cash Balances* (ASC-610) or *Short Stay Petty Cash and Balance Check* (ASC-605).

Any irregularities are to be reported to the team leader as soon as possible.

The team leader is to audit the *Resident Financial Transaction Sheet* (ASC-611), *Check of Cash Balances* and/or *Short Stay Petty Cash and Balance Check* on a monthly basis. All receipts must be reconciled with transactions and staff must get receipts for any purchase. All receipts must be numbered and signed by the staff member who receives the receipt. The details in the *Resident Financial Transaction Sheet* must correspond with the number on the receipt.

At the request of the responsible person/ financial administrator a copy of the *Resident Financial Transaction Sheet* is to be forwarded at the end of each month.

All gift cards or vouchers received or bought by a resident are to be entered into the *Resident Financial Transaction Sheet* and treated as cash. They must also be recorded on the *Handover- Check of Cash Balances* form each time the count is completed and kept securely with all other cash on the premises, in a locked cupboard, cabinet or filing cabinet.

Any discrepancies in monies will be investigated and documented. For instances of lost monies, the Accommodation Options Manager will commence a full investigation. If a staff member is implicated, they will have access to a fair process in accordance with Bayley House policies, Code of Conduct and the applicable employment agreement. If a staff member's involvement is established, the staff member may be subject to disciplinary action up to and including dismissal in accordance with the Bayley House Disciplinary Policy and Bayley House Employment agreements.

Staff have a responsibility to ensure monies that are kept on their worksite is accounted for at each money check and are to follow instructions above if any discrepancies arise. Staff are also responsible for monies they oversee whilst on outings with residents (if the resident requires support managing their own finances).

5.5 Resident Rights

Residents, responsible person and financial administrator have the right to enquire about the balance of their personal monies at any time. In the circumstance that the person is able and wishes to take personal responsibility for the money withdrawn, it is the responsibility of the team leader to explain that Bayley House will not accept responsibility for money lost, stolen or used for items other than those budgeted for. Based on the needs and skills of each individual, it may be reasonable to compromise or work out a banking system suitable to meet the needs of the person and the responsibilities of Bayley House.

6. RELATED DOCUMENTS

Policies:	7.16 Disciplinary Policy 7.22 Code of Conduct
Forms:	ASC-605=Short Term Petty Cash and Balance Checks ASC-610=Check of Cash balances ASC-611=Resident Financial Transaction Sheet GCP-403= Client Consent Form GCP-416= Client Incident report form
References:	

7. STANDARDS / LEGISLATION

NDIS Code of Conduct

NDIS Practice Standards and Quality Indicators

- *Rights and responsibilities*
- *Governance and Operational Management*
- *Provision of Supports*

***National Disability Insurance Scheme (Registered Providers of Supports) Rules 2013
Terms of Business for Registered Providers (effective July 2016)***

8. DOCUMENT HISTORY

Management of Resident Monies

Version	V7
Approved by	Finance Committee
Effective Date	23.07.2020