

Saint John of God Kerry Services

Hospitality - Compassion - Respect

13

Managing Residents/Service User Bank Accounts Policy and Procedure

Saint John of God Kerry Services

Title: Managing Residents / Service User Bank Accounts

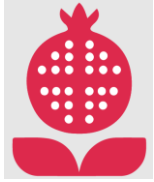
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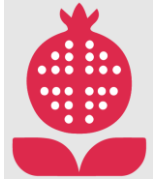


Policy and Procedure

It is the policy of Saint John of God Kerry Services to ensure financial transparency in the expenditure of the Service's allocated budget while also applying that same transparency in conjunction with prudent practice when supporting service users in the management of their finances.

This Policy and Procedure applies to all staff of Saint John of God Kerry Services.

1. Individuals detailed level of support will be identified in the Finance Passport and on Financial Will or preference, where residents Bank Accounts are managed by the Designated Finance Person.
2. Withdrawal requests are written up by the Nurse in Charge / Supervisor or the Designated Finance Person in any case this will be a permanent staff member who will be appointed by the Regional Director, to support service user's in managing their finances with the Regional Director appointing this Designated Person in writing.
3. Two signatures for all transactions are required on the banking withdrawal slip.
4. Where residents have the capacity to look after their own monies, they will be supported by staff to sign for their own transactions.
5. When the resident/service user is being supported by a staff member appointed by the Regional Director the staff member's signature will also be required on the transaction.



6. A Receipt is written up for Cash and signed by the staff on collection of money and receipts for banking transactions are kept by the Designated Finance Persons and the appointed staff member for the Resident / Client in a file in locked storage.
7. Bank Statements are filed with withdrawal slips and held in locked storage.
8. Bank Accounts are reconciled regularly by Finance Officer or Designated Person.
9. Where residents manage their own Bank Accounts, from time-to-time staff members may be required to support them with banking transactions in the course of their normal duties.

