

Saint John of God Kerry Services

Hospitality – Compassion – Respect

14

Managing Residents/Service Users Record Books Policy and Procedure

Saint John of God Kerry Services

Title: Managing Residents/Service Users Record Books

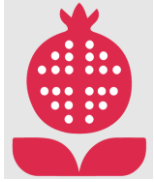
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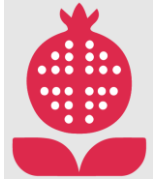
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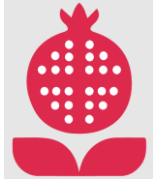
Policy and Procedure

It is the policy of Saint John of God Kerry Services to ensure accurate and transparent accounting in all financial responsibilities in respect of residents/service users. This Policy and Procedure applies to all staff of Saint John of God Kerry Services.

1. Standard Client Monies Record Books are maintained for each Resident /Service User detailing the following:
 - Details of income and expenditure of clients' monies recorded by unit support staff.
 - Two signatures of two staff on all transactions, where applicable.
 - In the case of only one staff on duty, one signature will be acceptable.
 - Record of Daily checks having being carried out by staff member regardless of money being spent or not.
2. Receipts for all expenditure and receipt number recorded in book.
3. Receipts are to be sequentially numbered and attached to white copy of record book.
4. If a nominal amount is given to the Resident / Service User, the Resident (where applicable) and the Support Staff is to sign the book.
5. All notations in the client monies record book are to be made with Black biro.
6. Correction Fluid (i.e. Tippex) or pencil is not to be used.
7. Each page is to be checked and signed by Unit Manager/Co-ordinator upon entry of full page of expenditure.
8. The yellow page of the client monies record book is not to be removed from the book (only the white copy is to be removed and placed in the service user's Folder / Financial Folder).



9. A photocopy of expenditure can be requested by families, and may be facilitated if deemed necessary.
10. Service user financial record books will be stored in a locked press in their respective unit or in person's own house.
11. Bank Statements are filed with a copy of back up for any withdrawals, in Accounts Office, own homes (Supported Living) or in Designated Finance Person's locked storage unit.
12. Completed Books containing Yellow copies only are kept in Residential Houses and Supported Living Staff Office for a period of two years. Thereafter they are stored in Designated Centres (See the Safe Storage of Records Policy and Procedure).
13. Saint Mary of the Angles/ Campus Records are kept in Saint Mary of the Angels in a designated area.
14. Listowel records kept in Abhaile.
15. Finance Audits will take place at least once a year by the Finance Officer.



SIGNATURE PAGE

I have read, understand and agree to adhere to the attached Policy and Procedure:

Print Name	Signature	Area of Work	Date
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