

## **Saint John of God Kerry Services**

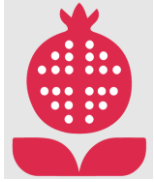
*Hospitality - Compassion - Respect*

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# Managing Pooled Accounts Policy and Procedure

Saint John of God Kerry Services

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# Policy and Procedure

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It is the policy of Saint John of God Kerry Services to uphold the tradition of hospitality while also ensuring the safety and well-being of each individual attending its day service, or availing of its residential service. This applies to all residents/service users who require support with managing monies in a 'kitty' system within all areas of the Service.

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

1. A kitty system is maintained for residents/service users or their support staff in a number of areas in the service.
2. Monies are paid into a kitty system, amount is determined locally and approved by the Unit Head/Co-ordinator and is equally contributed to by each resident/service user depending on the weekly expenditure by the resident/s service user's.
3. This amount is recorded in the contributing resident's/service user's monies record book.
4. A Pooled Accounts Book is maintained in each area with the amount of cash received and spent recorded on a weekly basis, signed by a staff member and resident /service user where appropriate.
5. Receipts are kept and attached to this book. Voucher Numbers are kept in separate folder.
6. Staff receipts and voucher numbers are completed and forwarded to the accounts department, with a summary of monies spent.

