FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

POLICY: **MANAGEMENT OF FUNDS (Supported Individuals)**		POLICY NO: SI-007
	DATE Issued: September 28, 2011	PREVIOUS POLICY NO/NAME: SI02-60
	DATE Reviewed: July 2022	RELATED DOCUMENTS:
APPROVED BY: Board of Directors	DISTRIBUTION: FVI Policy APPLICATION: Supported Individuals	

POLICY:
To ensure the ethical management of each Supported Individual's money.

PROCEDURE:
All Supported Individuals will have a personal bank account in an accredited financial institution as outlined in their Financial Care Plan.

Records will be regularly maintained and kept in the office of the designated person. Recorded information will include the following:

a) The name of the institution at which the account is held
b) Account number
c) Signing authority for each account

Complete financial records will be kept in a secure and confidential manner.

Financial records will include bank statements, transaction records, receipts, and purchase authorization letters.

Complete Financial records shall be made available for audit at the request of a representative from Community Living Disability Services (CLDS) or the Supported Individual's Property Substitute Decision Maker, or their Public Guardian Trustee (if applicable).

Personal spending money will be managed in a secure manner and based upon the Supported Individual's Financial Care Plan.

1. Income will be deposited in one of three methods:
    a) Direct deposit
    b) Manual deposit by the Supported Individual
    c) Co-signer or designate deposit
2. Income withdrawal will occur in one of the following manners:
    a) Personal cheque
    b) Debit withdrawal
    c) Cash withdrawal with applicable withdrawal slip
3. Income tax must be filed annually.
4. Personal cheques to be written directly for purchases when possible.
5. Supported Individuals may carry cash with themselves in accordance to their abilities when following the guidelines of the Vulnerable Person Act.
6. Cash withdrawals in excess of $200.00 must be pre-approved by the Program Director
7. Cash withdrawals for expenses must be paid the same day as the withdrawal.
8. Maximum amount of cash in the residence is $200.00 per supported individual. Greater amounts must be pre-approved by the Program Director.
9. All cash must be kept in a locked cash box, the key to which will be kept exclusively by the Team Leader. If there is no Team Leader at the residence or if the Team Leader is away on an extended leave, the cash box and key will be brought to the office. A count will take place with the Team Leader and Program Director. In the absence of the Team Leader, the count will be done with a Program Director and Bookkeeper or Payroll Accounting Clerk.
10. A spare key to the cash box will be kept at the office.
11. Missing money must be reported to the office or on-call immediately.
12. A written report to follow regarding any missing money.
13. Missing amounts greater than $500.00 must be reported to police.
14. Cash Transaction Records must be up to date and submitted to the office by the 1st of the month.