



CASS Group- Disability Services

MONEY HANDLING

Policy Code: 1122	MONEY HANDLING
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Policy Statement

Money handling should be kept to a minimum by staff. A record will be used to document all instances where staff handle any work related financial transactions.

Procedure

Management of Participants' finances

1. Staff members are to encourage Participants to handling their own money matters and independence in their daily living skills as much as possible.
2. Only small amounts of money should be handled by staff and documented in the Participants' personal files.
3. Money for Participants' service fees, shopping and bill paying may be handled by staff if there is no alternative method of payment. Any transactions will be documented in the Participants' service attendance book/progress report; and the participants' pocket money record book for GHs with a monthly financial report to their family/authorised representatives.
4. On the completion of money handling task, all change should be returned to the Participants with receipts.
5. Staff will be supplied with a receipt book to record any financial transactions in relation to the service related fees.
6. A receipt must be issued by the staff member in duplicate and signed by the staff member and/or participant.
7. The original copy is given to the participant and the staff's copy is left in the book. For any error made on the receipt, staff should state out clearly "Cancelled" on the page rather than tearing it out.
8. When fees are brought into the office, the responsible staff who receives the fees must sign the receipt books upon his/her receipt, record in the Income Transaction Record Sheet and participant's payment record as per CASS Financial Management Policy and Procedure.



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9. If Participants cannot manage their own finances adequately, they should appoint another person to take responsibility, eg authorised representative, relative, advocate, Protective Commissioner.
10. No staff member is to access money for Participants using the Participants' bank access card and PIN.
11. Staff members must not accept and borrow money from Participants.
12. Staff members must not provide financial advice to Participants.
13. Staff members are not to seek or accept payment of any kind for services sought and provided to the Participants.
14. A breach of this policy will be viewed as a serious matter that could result in counselling or disciplinary procedures and could lead to a review of the offending staff member's continued employment within the organisation.

Management of petty cash and emergency payment

1. Any petty cash handling or emergency payment should be managed by the appointed staff only.
2. The procedures should be according to the CASS Financial Management Policy & Procedures – “Payment Control” section.
3. The responsible staff should keep proper record of all transactions and invoices/receipts.
4. Unit Head will check and sign the relevant records on a monthly basis.

Documents related to this policy	
Related Policies	Decision Making and Consent
Forms, record keeping or other organisational documents	<ul style="list-style-type: none"> • Participant Service Fee Receipt • Summary of Participant's pocket money Record • Participant pocket money daily entry record

Reviewing and approving this policy		
Frequency	Person responsible	Approval
3 years	Unit Head	HAS & DS Committee



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Policy review and version tracking			
Review	Date Approved	Approved by	Next Review due
Version 1	1 June 2014	HAS & DS Committee	31 May 2017
Version 2	29 May 2017	HAS & DS Committee	28 May 2020
Version 3	November 2020	HAS & DS Committee	November 2023