

PATHWAYS ABILITIES SOCIETY

POLICY: PERSONS SERVED FINANCES

Applies to: All Personnel, Persons Served, Families, Advocates and Caregivers

Policy

Pathways Abilities Society encourages individuals to handle their own finances. Pathways Abilities Society teaches and encourages people to be as independent as possible. In instances where a person requires support and assistance, their money is handled with utmost care, is safeguarded and kept in a secure, locked location. To determine if support and assistance is required a Community Support and Consent form is completed and updated annually.

The financial tracking system used is accountable, transparent, the least restrictive and specific to each person. Individuals' funds are kept segregated and can be accessed for review by the person or those authorized by the person or their family.

Individuals residing in home shares who are unable to manage their own finances and have no family support will have their finances monitored by the home share manager.

Individuals who are receiving services or received services from Pathways that do not have immediate family members or advocates to assist them to manage their money may apply to Pathways to enter into a Co-Money Management Agreement. The finance manager is responsible for ensuring the terms of the agreement are met.

Residences

All monies received are deposited in the person's bank and recorded. All bank transactions including the accrual of interest, expenditures and income are accounted for.

The person's money will be utilized under these guidelines:

- A Community Support and Consent form is completed.
- Any single expenditure over \$50.00 requires prior authorization from the supervisor or designate. If the person is unable to initiate major purchases on his or her own, the supervisor will notify the person's parent or substitute decision maker prior to the purchase occurring.
- All purchases require a receipt or a reasonable explanation of why one is not available.
- All deposits and expenditures are recorded.
- All recordings or transactions must be printed.

Each time the supervisor replenishes a person's funds he/she reconciles the finances.

Home members can access their financial ledgers and or records anytime.

Monthly the supervisor or designate reviews the person's ledger and bank statement with the person, outlining the money they received and how it was spent. The review is documented in the person's Notables.

If the person is unable to give an accounting of their own finances, the person's family or substitute decision maker can request and will receive an accounting of the person's finances.

The finance manager or their designate audits each resident's finances annually.

Effective/Revision Date

April 28, 2003
January 26, 2004
March 27, 2006
September 29, 2008
September 12, 2011
December 21, 2012
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