

PATHWAYS ABILITIES SOCIETY

PROCEDURE: PERSONS SERVED FINANCES

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

Effective/Revision Date:

April 28, 2003
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Upon commencing service, the level of assistance required to assist the person with their finances is established by the Community Support and Consent form. If the person can monitor his or her own personal spending, no assistance will be provided. If the person requires assistance, the following procedures apply to the specified area:

Residence

1. When the person moves in, their money is given to the supervisor who is responsible for confirming, in writing, the amount received.
2. In the finance binder, the supervisor documents the approximate amount of personal spending money the resident receives each month.
3. If the person has a bank account, the signatories to the account are established. If not, a new account at their local bank is opened.
4. If two signatories are required, the supervisor contacts the bank and arranges signing authority. The person and the supervisor and/or designate only have signing authority on the person's account. A letter is left with the bank with instructions regarding the removal or additions of signing authority and the authorization required.
5. All cheques or money received for the person are deposited into their bank account.
6. All bank withdrawals are documented in the person's ledger and the corresponding amount of money deposited in their money pouch.
7. Each time a withdrawal is made from the person's pouch the amount with a corresponding receipt is documented in the ledger. All expenditures must have a receipt or a reasonable explanation of why one is not available. The last dollar amount listed in the ledger total column must be the same amount as the cash in the pouch.
8. Once a month the individual's pouches are reconciled with the ledger by the supervisor.

9. Once a month 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 and documents the review in the person's Notables.

10. Individual's finances are audited periodically by the finance manager, executive director or their designate.

Home Share

1. The ShareVision list "Home Share Monitoring for Individuals" stores documentation regarding how the individual's finances are managed.

2. The home share manager documents any discussions regarding finances with the individual, their home share provider, or their family. Notes are kept regarding the monitoring carried out on the individual's finances.

3. When an individual moves into home share the management of their finances is determined. This discussion is recorded in the "Transition Plan Home Share" document. Discussion includes potential risks and safeguards that will be in place to reduce risks.

4. If the individual manages their own finances the home share manager checks annually with the home share provider and the individual to ensure the individual is aware of reporting income, filing for income tax and receiving GST rebates.

5. If the individual's family is involved with managing the individual's finances, the home share manager:

- Enquires about the system that will be used.
- Ensures the family and the individual are aware of reporting income, filing for income tax, and receiving GST rebates.
- Makes the family aware that if they are managing the individual's monies, then Pathways will not be overseeing any of the home share provider's involvement in the area of the individual's finances.
- Asks for input from the individual at least annually regarding whether their finances are managed to their satisfaction.
- Asks for input at least annually, from the home share provider regarding the individual's finances.

6. If the individual does not manage their finances independently and family is not involved with managing their finances or if the home share provider is a family member, then the home share provider is responsible for ensuring there are procedures in place, as per the "Community Living BC Standards for Home Sharing (Adults)," for accounting for the individual's monies. The home share manager:

- Documents the Home Share Provider's plan for managing the individual's finances using the "Home Share Provider Managing Individual's Finances" form. This form is reviewed and signed by the individual, the Home Share Provider, and a family member of the individual if applicable.
- Ensures when the individual moves in that their money is given to the home share provider who is responsible for confirming, in writing, the amount received.

- At each monitoring visit (at least three times annually) the home share manager reviews at least two months of entries in the accounting system the home share provider uses to document how the individual uses their monies.
- Asks for input from the individual at least annually regarding whether their finances are managed to their satisfaction.
- Documents the review in the “Home Share Monitoring for Individuals” list.

Co-Money Management

1. The person or their advocate requiring assistance to manage their money, contacts the executive director.
2. The executive director determines if a Co-Money Management Agreement is required and/or feasible. He/she contacts the Community Living BC liaison person via email to obtain permission to enter into the agreement.
3. The person, their advocate and the executive director execute the Co-Money Management Agreement.
4. The executive director provides the person, their advocate, the finance manager and the CLBC liaison with a copy of the agreement and the Individual Spending forms.
5. The advocate executes the terms of the Co-Management agreement and submits bank statements and Individual Spending forms to the finance manager by the 7th of each month.
6. The finance manager reviews the Individual Spending form and ensures the terms of the agreement have been met. He/she files the documents in their relevant folder.