

## 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**

Individuals who do not manage their own finances will have a Representation Agreement or the Public Trustee overseeing their finances.

All transactions 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 their 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 they reconciles the finances.

Home members or their representatives can access their financial records anytime.

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

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  
April 18, 2016  
February 25, 2019  
October 18, 2019  
April 6, 2020  
March 29, 2021

Board Approved

Date Approved

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