

PATHWAYS ABILITIES SOCIETY

PROCEDURE: PERSONS SERVED FINANCES

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

Original Effective Date: April 28, 2003

Effective Date: July 10, 2023

Replaces Procedure Dated: July 27, 2022

Upon commencing service, the level of assistance required to assist the person with their finances is established by the Community Support and Consent form. No assistance will be provided if the person can monitor their spending. If the person requires assistance, the following procedures apply to the specified area:

Homes

1. When the person moves in, their money is given to the supervisor, who is responsible for confirming, in writing, the amount received.
2. The procedure used to manage the individual's finances is explained to the individual or representative, and the Community Support and Consent form is completed.
3. In the finance binder, the supervisor documents the approximate amount of personal spending money the home member receives each month,
4. 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 with the person identified on their Representation Agreement if applicable.
5. All cheques or money received for the person is deposited into their bank account.

Homes and or Home Members with Representation Agreement

1. The supervisor requests a cheque or an e-transfer for the person to Pathways Abilities Society.
2. The finance manager:
 - Issues receipts for cheques and e-transfers.
 - Creates an Excel spreadsheet for each person annually.
 - Updates and tracks the monthly transactions in the monthly tab.
 - By the 15th of the following month, provide the supervisor with a copy of the month's transactions.
 - Enters in the Home Members: Money Safe ShareVision list, deposits and withdraws to the person's pouch. If the person is unavailable, the person completing enters the information in the Home Members: Money Safe ShareVision list.
3. The supervisor:
 - Requests cash for the person's pouch.
 - Balances and reconciles the pouch monthly.

- Replenishes the person's pouch.
- Documents the deposits in the relevant person's ledger.
- Completes the Individual Spending Sheet monthly.
 - Provides the person and their family with copies of the monthly Individual Spending Sheet, Excel spreadsheet, and receipts if requested.

4. Staff:

- Documents in the person's ledger withdrawals and corresponding receipts.
- Ensure the last dollar amount listed in the ledger total column must be the same amount as the cash in the pouch.
- Ensure all expenditures have a receipt or provide a reasonable explanation of why one is not available.

5. Once a month, the supervisor or designate explains to the individual the procedure used to manage their finances, 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.

6. Individuals' finances are audited periodically by the supervisor or 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 of the individual's finances.

3. When an individual moves into a 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 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 manage the individual's monies, then Pathways will not oversee any of the home share provider's involvement in the individual's finances.
- Asks for input from the individual at least annually regarding whether their finances are managed to their satisfaction.
- Asks for at least annually input from the home share provider regarding the individual's finances.

6. If the individual does not manage their finances independently and the 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 thrice annually), the home share manager reviews at least two months of entries in the home share provider’s accounting system 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 managing their money contacts the executive director.

2. The executive director determines if a Co-Money Management Agreement is required and/or feasible. They email the Community Living BC liaison 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. They file the documents in their relevant folder.