

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: February 26, 2024

Replaces Procedure Dated: July 10, 2023

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 and Money Safe ShareVision list.
3. Obtaining a person's cash from the safe, the person issuing the cash:
 - Completes the Pouch Safe Money Sign-Out form beside the safe and both parties' sign.
 - Enters the withdrawal or deposit In the Money Safe ShareVision list.

- Puts the money in the person's pouch at the home and documents in ledger.

4. The supervisor:

- 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.

5. 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.

6. 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.

7. Individuals' finances are audited periodically by the supervisor or designate.

Home Share

1. Refer to the Home Sharing Monitoring procedure.

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.