



Manual of Administration

TOPIC: Administration	SUBJECT: Cash Boxes in Individual's Homes	Code: AD121
		Date of Issue: April 1996
		Revised: August 2017
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PURPOSE: This policy will clarify support workers' responsibility and accountability for accurately recording the amount of money that is kept in an individual's cash box.

THE BOARD AND MANAGEMENT OF AVENUE II CONSIDER THE UNLAWFUL TAKING OF CASH AS AN UNACCEPTABLE STANDARD OF CONDUCT AND SUPPORT WORKERS WILL BE DISCIPLINED ACCORDINGLY, WHICH MAY INCLUDE TERMINATION.

PROCEDURE:

1. Support workers are to count the money (including cheques) in the cash box at the beginning of the shift and will sign their initials. Tickets purchased by, or given to the client will be kept in the cash box but not recorded / counted in the shift count. Gift cards and taxi scripts will be counted and balanced also.
2. Support workers will record the amount of money taken from the cash box for the individual's use and will write in detail what it was used for, and will sign their initials. Receipts must be included for all purchases and expenditures and recorded.
3. If there is a discrepancy of over/under \$5.00 or more in the actual amount of money in the cash box and the last recorded amount, support workers are to immediately notify the Manager, Director, or On-Call Supervisor. An incident report will be completed.
4. All discrepancies of over/under \$5.00 in the actual amount of money present and the amount recorded will be investigated.
5. Support workers found not to be following this procedure will be disciplined accordingly.
6. When cash exceeds \$300 in any box please notify the manager/on-call.

TOTAL INCLUSION THROUGH PEOPLE

Live, Learn, Succeed

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7. Managers will review or reconcile cash box documentation at minimum 8 times per year and report any concerns via incident reporting system. Action taken as required. A log of review will be kept by the manager and reviewed by the General Manager at the Communication Meeting.

8. An independent third party review will be performed as per O.Reg.299/10,6(3) for the calendar year. An annual report will be provided to the Board of Directors.

WHILE THE ABOVE POLICY APPLIES SPECIFICALLY TO HOMES OF PEOPLE THAT ARE SUPPORTED TWENTY-FOUR (24) HOURS A DAY, AVENUE II EXPECTS ALL SUPPORT WORKERS TO BE HONEST AND TRUSTWORTHY WHEN SUPPORTING PEOPLE WITH THEIR FINANCES.

Avenue II does not offer Financial Management Services beyond day to day spending money as described within the legislation.