

Manual of Administration

TOPIC: Administration	SUBJECT: Cash Boxes in Individual's Homes	Code: AD121
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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 or shared 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. At the beginning of each shift the support worker will
 - a) Count all cash, gift cards, taxi scrips/cheques and complete a cash box reconciliation form from cash box(es).
 - b) Complete and enter the amounts on the balance sheet.
2. If there is a discrepancy of over \$5.00 in the actual amount of money in the cash box and the last recorded amount, support workers are to immediately notify the Manager or On-Call Supervisor. An incident report will be completed.
3. Support workers are responsible to record each time money/ gift cards/ taxi scrips are taken out or put in the cash box. The balance sheet will be completed: date/shift/detail of what money was taken out for, amount of receipts, change back in, balance and initials.
4. Receipts are required and recorded on the balance sheet for purchases. Each receipt will be chronologically numbered and recorded in the ref # column and placed in the envelope i.e. 1,2,3,4. Receipts collected by family/guardians must be recorded on the envelope. (Where possible duplicate receipts are to be requested or a copy made.)
5. Clients should make purchases themselves with their own funds. Staff purchasing on a personal credit/debit card shall have the action approved in advance by the Manager. Reimbursement requires a receipt and signed off by another staff or Manager.

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6. When cash exceeds \$300 in any cash box please notify the Manager/on-call.
7. Support workers found not to be following this procedure will be disciplined accordingly.
8. Managers will review or reconcile cash box documentation at minimum 8 times per year and report any concerns via incident reporting system. Action will be taken as required. A record will be kept and reviewed by their supervisor.
9. 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.