

Bethany Care Ltd

## Client Finances – Permanent Accommodation

Permanent Accommodation Policy & Procedure 8

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## **1. Object & Field of Application**

1.1 This document details the process adopted by Bethany Care Ltd (BCL) to govern the area of client finances at our Bethany Care permanent accommodation houses

- 13 Maidenhair Place
- 60 Yodelay St

## **2. References**

## **3. Legislation**

- Queensland Anti Discrimination Act 1991
- Commonwealth Disability Discrimination Act 1992

## 4. Policy Client Finances

### 4.1 Annual budgets

Annual budgets will be devised during the Individual Planning meetings for each client. The budget can and will identify:

- Living/household expenses
- Personal spending monies
- Savings plan

### 4.2 Household Finances

In circumstances where Bethany Care provides support to a client in managing their finances, the following procedures will be put in place;

### 4.3 Rent

Clients who pay rent to a landlord will pay fortnightly by way of direct debit from their bank accounts to the landlord's (Bethany Care) bank account. Clients should be encouraged / reminded to record this payment on any record of expenditure they may care to maintain.

### 4.4 Household Joint Account

Where such an arrangement is applicable and accepted by the clients involved, at the beginning of the nominated fortnight period each client will contribute an agreed amount towards the general household running costs. This will be deposited into the Household Joint Account (either a bank account or cash on hand) to be utilised for the payment of regular accounts e.g. Weekly groceries and utilities etc.

### 4.5 Cash on hand

Where agreed upon, a cash float will be held in the house, secured in a suitable location. The cash float is maintained by drawing from the Household Joint Account and is to be used to purchase items needed for the household. All expenditures are to be supported by receipts and are to be recorded on the Fortnightly Housekeeping Budget.

After each item of expenditure a new cash balance must be entered which should reconcile with the cash remaining in hand. These funds must be reconciled at the nominated shift changeover in accordance with the instructions contained under the heading "Handover Reconciliation"

### 4.6 Cash Discrepancies

**Any discrepancies should immediately be reported to the service manager.** Under no circumstances are staff members to borrow or use housekeeping funds for other than official housekeeping purposes.

### 4.7 Client Personal Funds & Record Keeping

When a client's Individual Program Plan identifies the need for support in financial management, the service manager will ensure that the following forms are raised for each client, and completed as necessary:

1. Budget details and budget chart.
2. Client fortnightly cash flow.
3. Handover reconciliation record.

- Staff members will ensure the above forms for each client are updated as appropriate.
- The service manager will ensure any request for information from a person responsible for the clients' finances, e.g. Public Trustee or person responsible is actioned in a timely manner.
- Clients are encouraged to maintain a bank account against which only they can withdraw.
- Clients should be encouraged to hold in cash, only sufficient funds to meet their immediate needs. Such cash funds should be held by the client if capable of managing own funds or secured in a locked location for staff to access.
- The staff member will record all expenditures, including receipts, made by the client on the Fortnightly Cash flow.

#### **4.8 Third Parties**

- Where money is handed to a third party on behalf of a client, this must be acknowledged on a "Money to a Third Party" form. When anything is purchased by the third party on behalf of a client, a receipt is to be presented. This receipt is to be attached to the client's budget sheet for quality management auditing purposes.
- When an amount of over \$300 is needed for purchases made on behalf of a client, a Request for the release of a client's funds to a third party (over \$300) form is to be filled out and approved by the Manager.

#### **4.9 Staff Expenses When Accompanying Clients**

- Where a staff member accompanies a client to a community facility (eg theatre, night club, function) which requires payment for admission, the cost in respect of both the client and staff member, is to be paid for by the client.
- In similar situations where food and beverage costs are incurred, clients and staff will be responsible for their own respective expenses.
- Transport costs associated with such activities (where Bethany Care transport is not used) is to be paid for by the client.

NOTE – In most instances the client will be eligible for a pensioner discount in respect of their own entry costs and transport costs.

# BethanyCARE

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## Individual Budget Plan

Name	
Address	
Date	

### Fortnightly Income

Type		
Pension DSS/DVA		
Mobility Allowance		
Other: Rent allowance		
<b>TOTAL</b>		

### Fortnightly Expenditure

	Amount	Responsibility	To Whom	Bank Withdrawal
Rent				
Personal Spending Money				
Clothing				
Medical Fund / Expenses				
Chemist				
Outings				
Program Money				
Transportation Costs				
Electricity/Gas/Telephone				
Groceries				
<b>TOTAL</b>				

Automatic Bank Direct Debit to Bethany Care	
Total	

Withdrawal from Bethany Account	
Total	

Financial Administrator	Name:	
Signature		Date:
Coordinator	Name:	
Signature		Date: