Responsive Childrens Supports Ltd.

Policy Number: 1270	**Page:** 1 of 1
Effective Date: December 1, 2013	**Replaces:** November 1, 2011

SECTION:	**CLIENT SERVICES**
TOPIC:	**FINANCIAL REPORTING**

Intent: To meet Client's individual financial tracking needs in a responsible manner.
To work with each Guardian to clarify and meet the financial reporting requirements.

1. The Agency shall determine the budgeting and financial reporting needs for each Guardian. Each Agency Service Component will determine the service area budgeting and financial tracking procedures for each Client's personal finances. The Agency requires monthly financial records and supervisory review of each Client's personal finances.

2. With prior Guardian approval and signed consent, it is permissible for Service Area Directors / Coordinators to have signing authority for individuals to facilitate accessing personal funds. Otherwise, it is NOT permissible for any staff member/ volunteers to have a joint bank account with individuals in service.

3. Involvement with all types of individual's charge card accounts and debit cards is prohibited for all employees/volunteers. Personal involvement with the client in matters relating to powers of attorney, wills and estate planning is prohibited for all employees/volunteers of the agency.

4. Personal financial records will be forwarded to the Guardian on a regular basis (typically monthly).

Reference

Agency Guardianship/Trusteeship Policy
Agency Financial Tracking Procedures (Service Area Specific)