

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Residential

POLICY NO: 30-028

SUBJECT: Consumer Money

EFFECTIVE DATE: July 1987

Policy:

Any money that a consumer has at the residence is the property of that consumer. A record of all transactions will be maintained by the appropriate residential staff for consumers who need assistance with money management.

Procedures:

1. A cash limit will be determined for each individual based on spending habits and needs. This amount will be documented in a log kept by the Residential Coordinator II. Any requests for cash that exceed the limit must be documented and submitted to the Residential Director for follow-up.
2. Whenever possible, cash checks should be limited to incidental consumer spending. For most purchases, checks should be written directly to the vendor.
3. The Residential Coordinator must complete a Check Explanation Form (CEF) for all cash checks that exceed consumer cash limits. A CEF must be completed for checks written to family members/staff/others to reimburse for expenditures made on behalf of the consumer, and for all other checks when it is not clearly evident who the payee is. CEFs must be submitted to the Residential Director for review and approval. Any concerns noted will be addressed by the Residential Director. Forms will be routed to the Residential Coordinator II for checkbook reconciliation and subsequent filing. CEFs will be kept on file for 3 years.
4. If the consumer is present when cashing a check, the consumer shall endorse the check. If the consumer is not present or the consumer has no signature, staff shall endorse the check in the following manner, "staff name for consumer name."
5. Money not kept by the consumer will be stored in individual pouches. Money pouches will be stored in a secure, locked location in the house.
6. All cash transactions will be recorded on a monthly Financial Review Form (FR). FRs will be sent to the Residential Coordinator at the end of each month for review. The Coordinator will then route the FRs to the Residential Coordinator II for review of accuracy and spending patterns. FRs will be kept on file for 3 years.
7. Lead staff is required to balance the money pouches at the beginning and end of each shift. Results and staff initials must be documented on the Financial Review Form. All

discrepancies must be reported to either the Residential Coordinator or the On-Call Manager, as dictated by the amount of the discrepancy.

8. Loans between consumers are discouraged. In an emergency, a consumer may loan a small amount of cash to another consumer. These transactions must be carefully documented on the Financial Review Form and repayment of the loan must take place as quickly as possible.
9. Staff are strongly encouraged to keep receipts for all cash purchases. Staff will inform the Residential Coordinator if a vendor did not provide a receipt.
 - a. Purchases under \$50 require that a receipt be submitted to the Residential Coordinator. This does not include cash given directly to a consumer. The Residential Coordinator must verify the amount either on the Financial Review Form or in the checkbook register. After verification, receipts under \$50 may be disposed of by the Residential Coordinator.
 - b. Receipts for all purchases \$50 and above must be submitted to the Residential Coordinator. These receipts will be forwarded to the Residential Coordinator II for review and kept on file for 3 years.
 - c. Remittance advices shall be maintained by the Residential Coordinator II for a period of two years.
10. Money that is lost or stolen due to staff negligence may be required to be reimbursed by the staff responsible. This may include associated bank fees. Negligence shall be determined by the Residential Director. This is subject to appeal as per Policy No. 03-026. Large or recurring errors will result in disciplinary action.
11. Alleged incidents of financial exploitation of consumers will be reported to Division of Children and Families (DCF) Adult Protective Services per Cottonwood, Inc. Policy #05-036 "Protection from Abuse/Neglect/Exploitation" and may be reported to law enforcement if warranted.