









# SOS Kilkenny CLG



## Policy and Procedure for Residents Personal Possessions and Finances

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Full Document	03.03.2017	Review of Safeguarding/ Auditing Procedures to ensure records are reconciled with Residents bank account statements
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## **1.0 Introduction**

**1.0** This policy is intended to set out the values and principles underpinning the organisation's approach to the management of Residents finances and personal possessions. As per the Health Act 2007 (Care and Support of Service user in designated center's for Persons (Children and Adults) with Disabilities) Regulations 2013 the Residential Managers shall ensure that, as far as possible each Resident has access to and retains control over their personal property and possessions and where necessary is supported to retain and enhance their financial independence for as long as possible.

**1.1** This policy will be informed by the guiding principles of the Assistant Decision Making (Capacity Act) 2015

*“The Assisted Decision Making (Capacity Act) 2015 sets out a number of important principals which detail all decisions and acts relating to a person whose capacity is limited or in question must be carried out. A person must be presumed to have decision-making capacity unless it is shown that this is not the case. The fact that a decision seems unwise to others does not mean that the person lacks capacity. If they pass the test for capacity, they have the right to make unwise decisions. NO intervention will take place unless it is necessary. A person will be treated as unable to make a decision only where all practicable steps to help that person to make a decision have been unsuccessful. Any act done or decision made under the legislation must be done or made in a way which is least restrictive of a person's rights and freedom”*

[<http://www.irishstatutebook.ie/eli/2015/act/64/enacted/en/html> accessed on 09.07.2017].

**1.2** Residential Managers of each residential home within SOS Kilkenny clg are responsible for ensuring that this policy is complied with, in their locations.

## **2.0 Policy Purpose**

**2.1** The following document details the policy and procedures on the management of Residents finances and personal possessions within SOS Kilkenny clg (Residential Services).

## **3.0 Policy Aim**

**3.1** This document aims to give clear guidelines for individuals with an Intellectual Disability, their families and all staff in relation to the management of Residents finances and personal possessions.

## **4.0 Policy Scope**

- 4.1** This document applies to:
- 4.1.1 All Residents availing of services provided by SOS Kilkenny clg.
  - 4.1.2 All staff working in SOS Kilkenny clg.

## **5.0 Definitions**

- 5.1** This document regards personal possessions and finances as belongings and personal effects that a resident brings into a designated centre and includes items purchased by or on behalf of a resident during his or her stay in a designated centre and items and monies received by the resident during his or her stay in a designated centre;

## **6.0 Responsibilities**

- 6.1** Staff will ensure that all Residents' financial records, transactions and expenditures are maintained, accurate and up to date.
- 6.2** Staff at each location will maintain records and receipts of all financial possessions handed over by Residents for safekeeping.
- 6.3** The person in charge shall ensure that, as far as reasonably practicable, each resident has access to and retains control of personal property and possessions and, where necessary, support is provided to manage their financial affairs.
- 6.4** Residential Managers of each residential home within SOS Kilkenny clg are responsible for ensuring that this policy is complied with, in their locations.
- 6.5** It is the duty of all staff to ensure that they have read, understood and signed this policy.

## **7.0 Residents – General Points**

- 7.1** Residents are encouraged and supported to manage their own finances where possible.
- 7.2** Residents are encouraged and supported to use the financial services availed of by the rest of the community as far as possible.
- 7.3** It is best practice that each Resident have an account in their own name with an approved financial institution such as a Bank / Building Society / Post Office / Credit Union where appropriate.
- 7.4** Where it is in the best interest of transparency and accountability agreements reached in relation to the management of a Resident's money should be notified to family members where the permission of the Resident is obtained or where it can be identified that it is the preference of and/or acceptable to the Resident.
- 7.5** Where a Resident cannot manage their own money and where their consent cannot be obtained, agreements in relation to the management of their monies should be reached in consultation with family members/advocate and the resulting agreement signed by all parties.
- 7.6** Resident's finances are **not** to be used by any staff member for their personal use or in connection with the management of the home i.e. to supplement Petty Cash. Any misappropriation of Residents finances by staff, volunteers and community employment workers will be dealt with under the SOS Kilkenny clg

disciplinary procedure and in accordance with the Safeguarding Vulnerable Person's at Risk of Abuse Policy and/or SOS Kilkenny clg Trust In Care Policy, and/or reported to an Garda Síochána should the need arise.

- 7.7** Resident's monies are not paid into an account held in a financial institution without the consent of the Resident. Where a Resident cannot give consent due to capacity issues, this will be obtained from the nominated person acting on behalf of the Resident. A person will be treated as unable to make a decision only where all practicable steps to help that person to make a decision have been unsuccessful. Any act done or decision made under the legislation must be done or made in a way which is least restrictive of a person's rights and freedom

- 7.8** Residents have entitlements to claim income for one or more of the following sources;

7.8.1 Department of Employment Affairs and Social Protection:

- 7.8.1.1 Disability Allowance
- 7.8.1.2 Invalidity Pension
- 7.8.1.3 Old- Age Non Contributory Pension
- 7.8.1.4 Old – Age Contributory Pension
- 7.8.1.5 Living Alone Allowance
- 7.8.1.6 Fuel Allowance

7.8.2 Health Service Executive:

- 7.8.2.1 Blind Pension Allowance
- 7.8.2.2 Mobility Allowance

7.8.3 Other:

- 7.8.3.1 Income from overseas Social Welfare Systems
- 7.8.3.2 Occupational Pensions
- 7.8.3.3 Wards of Court Income
- 7.8.3.4 Income from Employment
- 7.8.3.5 Rent Allowance

- 7.9** Staff at each location will maintain records and receipts of all financial possessions handed over by Residents for safekeeping.

- 7.10** Staff will ensure that all Residents' financial records, transactions and expenditures are maintained, accurate and up to date.

- 7.11** SOS Kilkenny clg in accordance with its policy in relation to Safeguarding Vulnerable Persons at Risk of Abuse has a duty to address any circumstance or suspected circumstance of financial abuse and Staff members are obliged to report such suspicions or discoveries either arising internally within SOS or externally (e.g. concerning family members or other contacts of the resident) in accordance with this policy

- 7.12** Any resident or family member who discovers or suspects any inappropriate practice or financial abuse in respect of a resident's income, savings or property should also report this to the relevant Residential Manager or Residential Operations Manager as appropriate.

## **8.0 Residents Contributions/Charges**

- 8.1** Residents' contributions/charges are at rates as set out in SOS Kilkenny clg Service Level Agreement with the Health Service Executive. The current rates will be

communicated to the Residents and their representatives on admission, and thereafter as required e.g. when the contributions/charges change. A copy of the agreed contributions/charges is attached to the Resident Contract of Service.

- 8.2** Other contributions/charges, the details of which will be discussed with the Residents in advance, may be applied in respect of cable TV, broadband, taxi services or additional extras requested by the Resident.
- 8.3** Residents will be advised of any increase or variation in contributions/charges as soon as it is practicable to do so.
- 8.4** The choices available to Residents in relation to how contributions/charges may be paid to  
SOS Kilkenny clg are outlined to Residents and their representatives on admission. In this regard SOS Kilkenny clg offers the following
  - 8.4.1** The facility (where appropriate) to appoint SOS Kilkenny clg as agent to receive the relevant social welfare payments (disability allowance, pension, etc.) from the Department of Employment Affairs and Social Protection directly into the SOS Kilkenny clg Client bank account and allow deduction of agreed contributions/charges from this payment. The remaining balance is then transferred to the Resident's account or directly to him/her at his residence in accordance with his/her wishes. These contributions/charges are detailed on the advice slip received from accounts on a weekly basis. A copy of the relevant application for Authority to Appoint an Agent is attached in Appendix X 8, or,
  - 8.4.2** Payment by standing order of agreed charges/contributions to the bank account of SOS on a weekly basis

## **9.0 Procedure for Recording Resident Income**

- 9.1** Each Resident will receive funds from the Accounts Department on a weekly basis in accordance with their personal requests and written authorisation. This is accompanied by an advice slip. This money is recorded in the expenditure book under income and new balance established. This is initialed by the staff on duty (two signatures are required when two or more staff are on duty). Withdrawals from bank accounts and other income received by way of gifts or otherwise should similarly be recorded as receipts/income in the expenditure book.
- 9.2** Some charges may vary from time to time in accordance with resident's requests due to emergency or other situations.

## **10.0 Custody of Finances and Financial Records**

- 10.1** SOS Kilkenny clg provides secure facilities for the safekeeping of Residents finance and valuables in each house. This includes the Residents purse/wallet, cash and bank cards.
- 10.2** Residents are provided with access to their finances and financial information.
- 10.3** At his/her residence, each Resident has an individual folder containing their personal purse, and expenditure book which will record cash held in the house and lodgments to personal bank/credit union accounts, spending etc.
- 10.4** When not required by the resident, this folder is held in a locked filing cabinet and the key retained in the office.
- 10.5** The Residential Manager/ Team Leader for each location will identify a safe place to store the key when the house is empty.



## **11.0 Procedure for Resident accessing their Finances/ Financial Information**

- 11.1** The Residential Manager/ Team Leader for each house must ensure that Residents have access to their finances and financial information at all times, if they so wish; in keeping with Regulation 367 (SI 367 2013)

*12. (1) The person in charge shall ensure that, as far as reasonably practicable, each resident has access to and retains control of personal property and possessions and, where necessary, support is provided to manage their financial affairs.*

- 11.2** Staff on duty are the only staff permitted/authorized to facilitate residents accessing their money.
- 11.3** All transactions must be signed/initialed by the staff member(s) on duty at the time that the transaction occurs.
- 11.4** When withdrawing money staff must check the current balance and record in the Expenditure book how much was given to the resident/or taken to purchase items for the resident and for what purpose.
- 11.5** For single staffed locations, staff will check the balance and sign for all withdrawals and lodgments.
- 11.6** For houses with two staff or more on duty, two staff must check that the balance agrees with the actual cash and the two staff sign for withdrawals and lodgments.
- 11.7** A receipt must be returned and filed with the expenditure book initialed and numbered by the staff that made the transaction, and the new balance recorded. The transaction must be initialed by two staff, in homes where two staff are on duty, or by the staff on duty for single staffed homes following each withdrawal/lodgment

## **12.0 Agreed amounts of cash to be held in each location**

- 12.1** The maximum amount of cash to be held for each Resident varies between houses, however, as a base line no more than €300.00 should be held for each Resident without prior approval of the relevant Residential Manager/ Team Leader for higher amounts. This approval should be related to the Resident's personal financial requirements.
- 12.2** Amounts above the agreed cash limit are to be lodged to the Resident's credit union/bank account as required and recorded in the resident's expenditure book
- 12.3** Any purchased above €50 require prior approval from the Residential Manager/Team Leader.
- 12.4** No staff member without prior approval is authorised to withdraw from a Resident credit union/bank account.
- 12.5** All request for withdrawals from bank/credit union accounts must be documented outlining the details of the proposed purchase/item and cost and submitted to the relevant Residential Manager who will submit it to the Residential Operations Manager for consideration and approval. This must, however, be done on a timely basis, to ensure that Residents do not experience delays in accessing their finances should they wish to do so [Appendix 4 – Account Withdrawal Form].
- 12.6** Documentation in relation to withdrawals up to €100 will be forwarded to the relevant Residential Manager/Team Leader for approval and filed in the finance

section of the Resident personal file when approved [Appendix 4 – Account Withdrawal Form].

- 12.7** Documentation in relation to withdrawals for any sum between €100 and €500 should be submitted for approval to the relevant Residential Manager/ Team Leader who will submit it to the Residential Operations Manager, for further consideration and approval. The signed approval to be filed in the finance section of a Resident personal file [Appendix 4 – Account Withdrawal Form].

### **13.0 Procedures to be followed when residents require support to manage their finances**

- 13.1** In the case of a resident not having the capacity to operate an account, the Chief Executive Officer or a person nominated by the Chief Executive Officer will mandate two relevant persons to do so on their behalf. The persons nominated must at all times actively include the Resident in any decision/transactions they carry out on their behalf and must be guided by the wishes of the Resident. A person will be treated as unable to make a decision only where all practicable steps to help that person to make a decision have been unsuccessful.
- 13.2** Every effort should be made to assist the Residents in making lodgments and withdrawals from personal financial institution accounts themselves.
- 13.3** Where a debit/credit card is attached to an account the PIN number should only be known to the resident and persons nominated to operate the account on their behalf. Residents need to be made aware of the security consequences of failing to keep the PIN number secret.
- 13.4** The staff on duty will check each individuals balance daily at the end of each shift and will maintain records of these.
- 13.5** It is the responsibility of the staff on duty to ensure each purse is correct at the end of each shift. Any anomalies must be reported to the relevant Residential Manager/Team Leader, or in his/her absence to the Operations Manager where the relevant Residential Manager is absent for a longer than two days. While all anomalies should be reported to the Residential Manager, an anomaly which is greater than twenty euro must be reported immediately. Where Safeguarding and/or Trust in Care processes should be progressed as appropriate.
- 13.6** Any Resident or family member who discovers or suspects any inappropriate practice in respect of a Resident income, savings to property should report this to the relevant Residential Manager. Staff members are obliged to report such suspicions or discoveries to their relevant manager.
- 13.7** The Residential Manager/ Team Leader will audit Resident finances on a monthly basis and will maintain records of these [Appendix 2- Manager Financial Audit Form].
- 13.8** The Residential Manager/Team Leader will audit the Residents savings accounts on an annual basis and keep records of these by: [Appendix 2 - Manager Financial Audit Form]
- 13.9** Where it is agreed that SOS Kilkenny clg takes responsibility for supporting the Residents to operate an account, a mandate must be sought to enable financial institutions to provide SOS Kilkenny clg with statements and records for all transactions

- 13.8.1 Balancing the advice slip provided by the finance department which details savings lodged into bank account by SOS Kilkenny clg Finance Department with the account statements.
- 13.8.2 Balancing the Personal Savings Account Withdrawal Forms with the account statements [Appendix 4 – Account Withdrawal Request Form]
- 13.8.3 Balancing the lodgments into the Resident bank accounts recorded in the expenditure book.
- 13.9 The Operations Manager will spot-check Residents finances on a six-monthly basis or on a more frequent basis if required.
- 13.10 A six-monthly audit by SOS Kilkenny clg Central Finance Personnel will be conducted in relation to the Residents finances. This process will entail a review of a sample selection of accounts across the designated centres. It will also consider the ongoing relevance and suitability of this policy. A report will issue outlining findings and/or recommendations as appropriate.
- 13.11 In the interest of security, where the balance on an account reaches €1,000 it is recommended that the excess be transferred to a deposit account

#### **14.0 Procedure to be followed when a Resident wishes to manage their own finances**

- 14.1 Residents are encouraged and supported to manage their own finances. This includes safekeeping, budgeting, saving, expenditure and recording of their finances to the greatest extent possible
- 14.2 Residents will be supported to complete a Money Management Competency Assessment in order to assess the level of support required to manage their own finances [Appendix 5]. Depending on the assessment outcomes and level of support required, Residents will be supported to manage their own finances.
- 14.3 Where the Resident does not have a preferred financial institution, the best interests of the individual must be considered including ease of access to the accounts and institution, bank charges etc. when supporting the Resident to make a choice.
- 14.4 All decisions taken in relation to the choice and operation of financial institutions accounts are to be documented and a copy maintained in the individuals file.
- 14.5 Accounts held in financial institutions should be in the Resident name and the signatories agree with the Resident wherever possible.
- 14.6 Where SOS Kilkenny clg has a role in the operation of a Resident accounts, a register of such accounts should be maintained and associated signatories. A copy of this should be forwarded by each centre to the central accounts office.
- 14.7 Where a Resident does not wish SOS Kilkenny clg to support them to manage their finances. SOS Kilkenny clg will apply safeguards and protocols to ensure, where reasonably practicable, that the Resident does not become a victim of financial or material abuse. Possible indicators of financial and/or material abuse include:
  - 14.7.1 Missing personal possessions
  - 14.7.2 Unexplained lack of money or inability to maintain lifestyle
  - 14.7.3 Unexplained withdrawal of funds from accounts
  - 14.7.4 Unpaid bills
  - 14.7.5 New “friends”
  - 14.7.6 Where another person be it a family member allocated to manage financial affairs is evasive or uncooperative
  - 14.7.7 The family or others showing unusual interest in the assets of the Resident
  - 14.7.8 Inability to provide receipts for shopping or other financial transactions carried out, when asked

**14.8** SOS Kilkenny clg will apply the following safeguards when a Resident does not wish SOS Kilkenny clg support them to manage their finances include:

14.8.1 The Residential Manager/Team Leader will carry out a Money Management Competency Assessment

14.8.2 A signed comprehensive agreement between SOS Kilkenny clg and the Resident will be in place stating that the Resident wishes to manage their own finances and clearly indicating what supports, if any, are required from SOS Kilkenny clg to facilitate this.

14.8.3 SOS Kilkenny clg will carry out a risk assessment relating to self-management of finances for the Resident. Protocols, where required will be put in place to help prevent financial and/or material abuse. In the event of suspected financial/material abuse, the agreement in place will be reviewed and amended as required and the safeguarding process will be put in place.

**15.0 Procedure to be followed when a Resident wishes a family member to manage their finances**

**15.1** SOS Kilkenny clg have a legal obligation to safeguard all residents and therefore have mechanism in place for periodic checking to ensure that the arrangements in place continue to meet the resident's needs

**15.2** Families are required to submit bi-annual bank statements to SOS Kilkenny clg with respect to Resident's accounts or any account where a resident's money is lodged.

**15.3** Families must in a position to account for how and when their relative's money was used.

**15.4** The Residential Manager/Team Leader will audit the Residents accounts and will have a recorded oversight of the transactions which will be made available to the Health Care Regulator (HIQA) as required.

**15.5** In the event of a family's refusal to submit a statement, SOS Kilkenny will treat this refusal as potential or suspected financial abuse and this will be reported to the Health Care Regulator (HIQA), the National Safeguarding Team and may be referred onto An Garda Síochána for further investigation.

**15.6.** Where the residents finances are managed by a family member, SOS Kilkenny clg should engage with them to ensure monies are used in the best interest of the person supported.

**15.7** The family member in these circumstances should ensure

- That the account is accessible and that the funds in the account are been used for the benefit of the residents
- Be in a position to account for how and when their relative's money was used for their benefit

**15.8** The family member must ensure that the resident

- Have ease of access to their own money
- Are able to use their own finances for their personal benefit in order to enrich their lives and reach their full potential
- Have their money readily and openly identifiable as their own
- Have their money kept safe

## **16.0 Procedure to be followed when a Resident wishes to apply for a supported holiday/ break**

- 16.1** Where Residents have the necessary resources to pay any costs that might arise, they may apply to SOS Kilkenny clg to provide support for a holiday or break. SOS Kilkenny clg will endeavor to address this request and acquire the appropriate resources to facilitate this request.
- 16.2** The Residential Manager and the Operations Manager will review requests for supported holidays or breaks away for Residents where requested. Due to the varying needs and costs associated with these arrangements, SOS Kilkenny clg has a protocol in place to ensure equity and transparency [Appendix 3 – Protocols and Application for supported Holidays and Breaks for Individuals supported by Residential Services].
- 16.3** All application for holidays and breaks are submitted to the Residential Manager/Team Leader of the programme. As with any holiday pre-planning and budgeting is essential. Therefore, forms should be submitted by the end of January each year or at least six months before intended holiday/break.
- 16.4** Please refer to the Holidays & Breaks protocol [Appendix 3 – Protocols and Application for supported Holidays and Breaks for Individuals supported by Residential Services] for more guidance.

## **17.0 Respite Services**

- 17.1** The management of finances for Residents who avail of SOS Kilkenny clg Respite services will follow procedures as outlined in the SOS Kilkenny clg Policy on Respite Services.

## **18.0 Procedure Regarding Personal Possessions**

- 18.1** Residents are supported and encouraged as far as is reasonably practicably to bring their own furniture and furnishings to their home.
- 18.2** Staff support the Residents to personalize their bedrooms to their own taste.
- 18.3** All Residents are provided with a lockable space for security and confidentiality purposes.
- 18.4** Residents are supported to take responsibility of their own clothes and manage their own laundry if they so wish.
- 18.5** An inventory of Residents possessions is maintained in the Resident file and it is updated regularly in consultation with the Resident to ensure that possessions are accounted for and to prevent items from going missing [Appendix 7 – Residents Property Record].

## **19.0 References**

- 19.1** Health Act 2007 (Care and Support of Resident in Designated Centres for Persons (Children and Adults with Disabilities) Regulation 2013.
- 19.2** National Standards for Residential Services for Children and Adults with Disabilities (2013)
- 19.3** <http://www.irishstatutebook.ie/eli/2015/act/64/enacted/en/html> accessed on 09.07.2017
- 19.4** Assistant Decision Making (Capacity Act) 2015

This Policy should be read in conjunction with the following:

- SOS Kilkenny clg Employee Handbook
- SOS Kilkenny clg Data Protection Policy and Privacy Policy
- SOS Kilkenny clg Data Breach Policy
- SOS Kilkenny clg Policy on Safeguarding Vulnerable Persons at Risk of Abuse
- SOS Kilkenny clg Trust In Care Policy
- Capacity Legislation



Resident Expenditure Record

Date:	New Balance	Income	Expenditure	Receipt No.	Social	Toiletries	Miscellaneous	Clothes	Bank Lodgment	Home	Staff Initial	Staff Initial	Manager Signature

Doc: 056a/01

Policy: 053a



Manager Audit Form

Resident:		Location:	
Residential Manager:			

Audit Date:	Expenditure Balance:	Savings Account Balance:	Correct Y/N	Difference +/-	Actions Required	Person Responsible	Completion Date:	Outcome	Further Action Required	Manager Signature

Doc: 056a/02





### **SOS Kilkenny clg Protocol on Holidays and Breaks for Individuals Supported by Residential Services**

SOS Kilkenny clg arrange for supported holidays or breaks away where requested by Residents/families. Due to the varying needs and costs associated with these arrangements SOS Kilkenny clg has developed the following protocols to ensure equity and transparency:

- 1.0** SOS Kilkenny clg organized holidays – in this case a group of Residents approximately 5 – 6 are supported to take a holiday.
  - 1.1** The Residents covers the cost of their own accommodation and flights, mileage.
  - 1.2** The organization covers the support staff cost, which entails staff working their rostered hours at the holiday location if the house is closing.
  - 1.3** Petty Cash can be used on the holiday if the house is closing, where the house remains open a percentage of petty cash can be taken on the holiday.
- 2.0** Where an individual or small group (1 -3) choose to go away on a holiday.
  - 2.1** The Resident will pay for their own accommodation and travel costs, as well as the accommodation and travel costs of the staff.
  - 2.2** The staff hours may or may not be expected to be incurred by the Resident.
  - 2.3** Where staff support costs are incurred by the Resident, the Resident pays support hours at the rate of the person who is accompanying them or at the rate of the person replacing that person in SOS Kilkenny clg, whichever is lesser.
  - 2.4** This will then be adjudicated on by the Residential Manager and respective Operations Manager. The criteria for adjudication are:
    - 2.4.1** The Resident ability to fund the holiday.
    - 2.4.2** Value for money.
    - 2.4.3** The capacity of the Resident to make an informed decision on the use of their personal finances to fund both theirs and staff costs.
    - 2.4.4** Evidence of consultation with the Resident and their support network.
    - 2.4.5** Previous holidays supported by the organization
- 3.0** Where an individual would benefit therapeutically [e.g. during a crisis] from a break or holiday but does not have the means to do so.
  - 3.1** The organization in agreement with the Resident will request proposal from a multidisciplinary team on the associated benefits of the individual having a break away
  - 3.2** This will then be adjudicated on by the Residential Manager and Operations Manager, the criteria for adjudication is as set out in point 2.4.

All applications for holidays and breaks to be made on attached form and submitted to the Residential Manager or Team Leader of the programme. As with any holiday pre planning and budgeting is essential therefore forms should be submitted by the end of January each year or at least six months before intended holiday/break, prior to any bookings to arrangements being made. All requests require manager and senior manager approval.



<b>Application for Support Holidays and Breaks for Individuals Supported by Residential Services</b>
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Date of Application:		Location:	
Name of Resident:		Name of Key Worker:	

Name of Person Completing form: \_\_\_\_\_

How did the Request Arise?		Evidence of Consultation	Yes/No:	Date of Meeting:	Minutes Attached:
Directly from the Resident		Person Centred Planning Meeting			
Resident through the PCP process		Meeting with the Individual			
Staff member		Family Meeting			
Multi-Disciplinary recommendation		Team Meeting			
		Multi-Disciplinary Meeting			

Have other options for support been considered, e.g., volunteering, family, natural support network?  
If no, please explain why not

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**Details of break/ holiday being proposed:**

Date of approximate of intended travel	
Location of intended travel	
Duration (nights)	

**Costs:**

Travel including fuel, taxis, trains, flights (Attach quotes)	
Accommodation (Attach quotes)	
Food	
Support Hours Required	

Is support required in health care needs (medication) \_\_\_\_\_?

Name of support person is known \_\_\_\_\_

**\*\*Please forward to your Residential Manager with quotes etc.**

Residential Manager		Operations Manager	
Date Received:		Date Received:	

#### Appendix 4



### ***Resident Account Withdrawal Request***

Date of Request:	
Resident Name:	
Address:	
Person Making Request:	
Authorising Manager Name:	
Amount Requested:	
Date of intended withdrawal of funds:	
Account/Location Funds will be withdrawn from:	
Intended Purpose of the Funds:	

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorising Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorising Senior Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

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- Any purchase above €50 require prior approval from the Residential Manager.
  - Any sum up to €100, a request must be put in writing outlining the details of the proposed purchase / items and costs to the relevant Programme Manager,
  - Any sum between €100 & €500, a request must be put in writing outlining the details of the proposed purchase / items and cost to the relevant Residential Manager who will forward to the Residential Operations Manager, for consideration and approval. ☐
- Attach Withdrawal Receipt/ Mini Statement to this form.

**The signed approval to be filed in the finance section of the Resident personal file.**



### Money Management Competency Assessment

The Assisted Decision Making (Capacity Act) 2015 sets out a number of important principals which detail how all decisions and acts relating to a person whose capacity is limited or in question must be carried out. The fact that a decision seems unwise to others does not mean that the person lacks capacity. If they pass the test for capacity, they have the right to make unwise decisions. No intervention will take place unless it is necessary. A person will be treated as unable to make a decision only where all practicable steps to help that person to make a decision have been unsuccessful. Any act done or decision made under the legislation must be done or made in a way which is least restrictive of a person's right and freedoms ([www.irishstatutebook.ie](http://www.irishstatutebook.ie), accessed 09.07.2017).

<b>Resident Name:</b>		<b>Date of Birth:</b>	
<b>Date of Assessment:</b>			
<b>Staff present at assessment:</b>	<b>Signature 1:</b>	<b>Signature 2:</b>	<b>Signature 3:</b>

**\*\* The person carrying out the assessment must have at least one witness.**

Any other persons present e.g. Family Member, Guardian or Advocate:

<b>Print Name:</b>	<b>Signature:</b>	<b>Print Name:</b>	<b>Signature:</b>

Rate the following questions 0 – 5 (0 indicating not able and 5 needing no support)

No.	Question	Rating (0-5)
1.	Can the person communicate their choice?	
2.	Can the person go shopping independently?	
3.	Can the person pay for goods?	
4.	Can the person recognise money? (see assessment tool below)	
5.	Can the person understand the value of money (see assessment tool below)	
6.	Can the person use money appropriately?	
7.	Does the person know what income they have? (see assessment tool below)	
8.	Does the person understand what a bank account is and how it works?	
9.	Can the person memorize a pin number?	
10.	Can the person use a cash machine?	

Input any additional information in support of the ratings given above and note any areas of concern:

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**Ask the Resident to identify the monies listed below and to select the highest and lowest value notes and coins**

		Yes	No	Highest & Lowest Value Notes & Coins (H & L)
Notes	€50			€
	€20			€
	€10			€
	€5			€
Coins:	€2			€
	€1			€
	50c			€
	20c			€
	10c			€
	5c			€

**This indicates the ability of a Resident to correctly hand over money in a shop and to check their change without support.**

**Ask the Resident to identify the most expensive item from a number of the options listed below (circle the answers)**

			One point for each correct answer
1.	Television	Car	
2.	DVD	Box of Chocolates	
3.	Digital Camera	Going to the Cinema	
4.	€10 phone credit	A new mobile phone	
5.	Laptop Computer	CD Player/ Radio	
6.	A can of Coke	A Takeaway	
7.	Dinner	Dinner & Dessert	
8.	Tea & Scone in a Restaurant	Dinner in a Restaurant	
9.	Going to a match/concert event and staying away overnight	Going to a match/concert as a day trip	
10.	CD	Newspaper or magazine	

This indicates whether a Resident understands that some items cost more than other and to see their concept of value of different items relative to each other.

Ask the Resident to identify and quantify any income they receive		
Source	Amount Stated	Actual Amount
DA	€	€
State (old age) Pension	€	€
Blind Pension	€	€
Other	€	€
Workshop Wages	€	€
Wages from External Employment	€	€

This shows how aware a Resident is of their income and if they are aware of all of their income or only those they receive in cash.

Later in the meeting, ask the Resident if they can remember the amount of savings they were told they have

Actual	Per Resident

Ask the Resident to identify where they spend their money. Identify without prompting. Identify with prompting. Not identified event after prompting			
	Identify without prompting	Identify with prompting	Not identified event after prompting
Residential Charges			
Clothing & Footwear			
Social Outings			
Holidays			
Hairdressing & Toiletries			
CDs & DVDs			
Mobile phones & phone credit			
TV, Radio, Laptop, furniture etc.			

Ask the Resident what he/she could buy with the following amounts of money	
€ 5	
€ 10	
€ 50	
€ 500	

Ask the Resident what notes/coins should be used to pay for items listed below and what				
Item	change if any, hCost	ould returnedMoney being	Approximate	Score of 1
		used by Resident	change to be returned	point for Reasonable Accuracy
Tea/Coffee	€2.50			
Dinner	€12.00			
Shoes	€44.00			
DVD/Cinema & Sweets	€8.50			

**Identify the Level of Support Required to manage finances:**

- Fully managed \_\_\_\_\_ ➤ Managed with Resident input \_\_\_\_\_
- Partly Managed \_\_\_\_\_
- Not managed \_\_\_\_\_

When a Resident does not wish SOS Kilkenny clg to support them to manage their finances the following must be completed and attached to this form:

- A signed agreement between SOS Kilkenny clg and the Resident will be in place stating that the Resident wishes to manage their own finances;
- A risk assessment relating to self-management of finances for the Resident, and;
- Protocols, where required, will be put in place to help prevent financial and material abuse.

Outline the reasons for the decision made:

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Where partly manages or managed with a Resident input, is indicated, please identify what support is required:

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Indicate how this support will be provided and by whom:

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Identify further money management training needs of the account holder and the training will be provided:

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Any other agreements reached in relation to money management including family/advocate involvement:

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Date for further Money Management Assessment:

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Resident

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Manager carrying out the assessment

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Witness

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Family member/Advocate



## Appendix 6



Resident \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

To whom it Concerns,

I, \_\_\_\_\_ am writing this letter to indicate that I wish to manage my own finances.

I have completed a Money Management Assessment and agree with the Protocols put in place for my financial protection.

This consent shall be valid from this day forward until I wish to change how my finances are managed.

Resident Signature:

\_\_\_\_\_  
\_\_\_\_\_

Manager Signature:

\_\_\_\_\_  
Date: \_\_\_\_\_



## Resident Property Record

Resident: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

[illegible]

Include items such as furniture, electrical, curtains, and bed linen etc.

## Appendix 8

<https://www.gov.ie/en/form/fdc1cd-authority-to-appoint-an-agent/>

## Staff Signature Sheet



**I have read, understand and agree to adhere to the Policy and Procedure on Residents Personal Possessions and Finances V7**

<b>Print Name:</b>	<b>Signature:</b>	<b>House/ Department:</b>	<b>Date:</b>