

## Manual of Administration

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| <b>TOPIC:</b><br>Administration | <b>SUBJECT:</b><br>Cash Boxes in<br>Individual's Homes | <b>Code:</b> AD121               |
|                                 |  | <b>Date of Issue:</b> April 1996 |
|                                 |  | <b>Revised:</b> December 2011    |
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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.

**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. Support workers are to count the money ( including cheques, vouchers, gift cards, certificates, etc. ) in the cash box at the beginning of the shift (when another support worker is still present, if possible) and will sign their initials.
2. Support workers will record the amount of money taken from the cash box for the individual's use and will write in detail what it was used for, and will sign their initials. Receipts must be included for all purchases and expenditures.
3. Support workers are to count the money at the end of the shift (when another support worker is still present, if possible) and will sign their initials.
4. If there is a discrepancy of over/under \$5.00 or more in the actual amount of money in the cash box and the last recorded amount, support workers are to immediately notify the Manager, Director, or On-Call Supervisor. An incident report will be completed.
5. All discrepancies of over/under \$5.00 in the actual amount of money present and the amount recorded will be investigated.
6. Support workers found not to be following this procedure will be disciplined accordingly.

**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.**