

# POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.

**Policy Title:**

C & Y Residential Financial Procedure

**Chapter:**

10 Children and Youth

**Effective Date:**

3/13/2006

**Revision Date:**

3/3/2009

**Policy Number:**

10\_110\_001

Executive Director

## SCOPE:

- Chapter 3800 – Child Residential and Day Treatment Facilities

## INTRODUCTION:

### Resident Cash on Hand Procedures

1. Each resident is allotted a total of \$25 per month, which will only be used for activity spending while residing in Keystone 3800 Programs
2. The Program Coordinator, or designee, will be ultimately responsible for these funds.
3. Money will be kept in a locked location identified by the Program Coordinator, or designee, and will only be utilized for resident activities.
4. All uses of these funds will be documented on the Resident Cash on Hand tracking form (Attached).
5. Receipts for all transactions will be kept with these funds until they are completed and submitted to the fiscal department on a monthly basis. *\*Accounts are subject to random audits by Administrative and Fiscal Departments.*
6. On the 15th of every month, the accounts will be finalized by the Program Coordinator, or designee. Each form will be checked for completeness, accuracy, and balanced. The tracking forms, with receipts and check stubs attached, will be submitted with a check request, signed by the Program Coordinator that will replenish these funds to a total of \$25.00 per person. Specific individuals must be documented on the request, with the specific amount of money that is being requested. The checks to replenish the Resident Cash on Hand will be distributed within at least 2 business days.
7. These requests, along with all associated documentation will be submitted to the appropriate Fiscal Department representative for monthly auditing and tracking.

8. Checks will not be distributed until all accounts are balanced, funds accounted for, and receipts submitted to the Fiscal Department.

### **Request for Funds**

1. All other needs for funding (i.e. clothing, haircuts, etc...) should be requested on a resident check request and submitted to the appropriate Fiscal Department representative.
2. Any bills that require a check be issued to a vendor (medical bills, K-Mart, etc..) should be forwarded to fiscal department. A check request is not necessary for these forms of bills. The Program Coordinator must sign on the bill itself that it is approved to be paid. The Fiscal Department will issue a check and mail the bill out directly. Copies of payment will be forwarded to the Program Coordinator.
3. The Program Coordinator is responsible for ensuring that bills are not submitted for payment more than once.
4. All check requests for funds under \$50.00 must be signed by the Program Coordinator. If the check request exceeds this amount, the Residential Director must sign off on the request as well.
5. The Fiscal Department will identify the availability of funds. If funding is available, a check will be issued to the Program Coordinator, who will spend these funds accordingly. *The Program Coordinator is ultimately responsible for these funds.*
6. If funds are not available for a specific individual, the check request will be returned identifying that the funds are not readily available.
7. The Program Coordinator, or designee, will return the receipts, and check stub, along with any remaining funds, to the Fiscal Department for tracking.
8. Further checks will not be distributed to an apartment with outstanding checks.
9. All requests for funds are due by 9am on Tuesday morning, and will be distributed on Wednesday afternoon. Any requests that are not submitted prior to the deadline will not be issued until the following week.
10. The Fiscal Department will track each resident's use of funds on an ongoing basis. Every month, the Fiscal Department will forward a copy of each individual's transactions for the month to the Program Coordinator, Residential Director, and Executive Director of C&Y.

### **DISCUSSION:**