

**POL 0003****Participant Finance Policy**

Responsibilities and Delegations	
The Policy Applies To	Committee of Management Administration Staff Support Workers Program Managers / Program Developer / Assistant Program Managers Senior Management Assistant Executive Director Executive Director
Specific Responsibilities	Administration Staff Support Workers Program Managers / Program Developer / Assistant Program Manager Senior Management Assistant Executive Director Executive Director
Policy Approval	Committee of Management (Aurora Support Services)

Policy Context – this policy relates to :	
Standards	NDIS Practice Standards Core Module 4, Provision of Support – Participant Money and Property (Service User Funds)
Legislation	Australian Human Rights Commission Act 1986 Disability Act 2006 NDIS Code of Conduct NDIS Practice Standards NDIS Quality and Safeguards Commission National Disability Insurance Scheme Act 2013 Financial Management Act 1994 Financial Management Regulations 2004 Public Records Act 1973 Audit Act 1994 Privacy and Data Protection Act 2014 (VIC)
Contractual Obligations	<ul style="list-style-type: none"> • NDIS Terms of Business • Aurora Support Services Individual Participant Agreements • Disability Support for Older Australians (DSOA) Program • Department of Environment, Land, Water and Planning
Organisational Related Policies / Procedures	<ul style="list-style-type: none"> • Participant Service Charter (<i>in progress</i>) • Diversity and Cultural Inclusion Policy • Financial Management Policy • Valued Status Policy • Compliments and Complaints Management Policy • Individual Needs Policy • Privacy, Dignity and Confidentiality Policy • Participant Rights Policy • Safe Procedure • Expenditure Delegations for Staff and the Organisation Policy
Organisational Related Forms / Documents	<ul style="list-style-type: none"> • NDIS Service Agreement • Participant Information Pack • NDIS “How to Make a Complaint” Brochure (in brochure stand) • Program Money Account Record Expenditure

**POL 0003****Participant Finance Policy****Purpose**

The purpose of this policy is to ensure Aurora Support Services is accountable for monies received by participants and responsible for providing a participant with assistance in managing their money or making a purchase in an honest and accountable manner and in the best interests of the participant.

This policy applies to all of the organisation's funding and monies received.

Procedures

The following procedures are to be implemented to ensure Aurora Support Services meets its policy objective of providing the most efficient means of ensuring accountability to its service users related to monies received.

- Participant money is to be kept in a locked money tin / locked filing cabinet / locked drawer in a secure alarmed area.
- Participant Finance Books / Expenditure Sheets are to be kept in a locked money tin, locked filing cabinet or locked drawer at all times.
- Details of all incoming and outgoing money to be recorded in Participant Finance Books / Expenditure Sheets and should always be up to date. A balance check is required prior to processing any funds.
- Completed Participant Finance Books / Expenditure Sheets should be returned to the Program Manager for filing where required.
- Following money dispersion to programs, the locked money tins should be taken immediately to the designated secure alarmed area (High Street only).
- A discrepancy of more than \$2 must be reported to the Program Manager immediately. The Program Manager is responsible to spot check individual Participant Finance Books / Expenditure Sheets / Locked Money Tins. All inaccuracies or discrepancies will be followed up.
- All participant money collected for any program must be recorded on the Program Money Account Record / Expenditure Sheet contained in the relevant program folder / expenditure folder.
- Ensure participant's funds are used only for the benefit of that participant.
- A maximum of \$300.00 is to be kept as accumulated Program Money to be stored at all times in money tin until the time of expenditure. Any money in addition to this must be forwarded to the safe until the time of expenditure (High Street only)
- No amount in excess of \$150.00 may be taken off site for program expenditure without previous approval from the Program Manager.
- Receipts are to be obtained for all purchases for individuals and all group purchases.
- In the event of a staff member missing a receipt they are to record the purchase details on a Declaration of Expenditure Form.
- Receipts are to be retained, recorded and attached to the Program Money Account Record Sheet / Expenditure Sheet.
- The Program Money Account Record Sheet including receipts to be forwarded to the Program Manager at the end of each month or as required.

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- Money taken off site on a community access program must be signed out as being in the possession of a nominated staff member. Remaining program money or floats and receipts must be returned by the nominated staff member to the locked money tin / filing cabinet / locked drawer or in the case of Casual Relief Support Workers / Support Workers to their Line Manager on return to the building.
- An occurrence of missing money of a serious nature, as defined by the Program Manager / Services Director / Executive Director will incur an internal Investigation by the Program Manager or delegated authority. All staff and participant witnesses will be interviewed and the outcome of the investigation file noted. Wherever possible the investigation should occur on the day of the missing money being discovered.
- Missing money of a serious nature, as defined by the Program Manager / Services Director / Assistant Executive Director / Executive Director, will be reported to the Police as soon as is practicable. The Police will decide on the most appropriate form of follow up action which may involve interviewing staff or conducting a site visit to assess security procedures.

Continuous Improvement

The Executive Director / Assistant Executive Director is responsible for reviewing and updating this on a two yearly basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

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