

SUBJECT: MANAGEMENT & PROTECTION OF CONSUMERS'
POSSESSIONS, VALUABLES, AND FINANCES

EFFECTIVE
DATE: 01-28-10 (replaces 04-04-08)

APPROVED BY:

Reviewed (no changes): _____

EXECUTIVE DIRECTOR

POLICY

It is the policy of McIntosh Trail CSB to provide to consumers a safe, secure, and respected site/home environment for safeguarding of his/her possessions, valuables, and finances. Internal controls will be established in writing at each location to support the agency's accountability for consumers' property, and finances.

PROCEDURE

No employee, agent, or representative of the organization may be listed or designated, either directly or indirectly, as a beneficiary, payee or other recipient of any funds of the consumer, including, but not limited to, any insurance, burial, or trust benefits. Violation of this procedure may result in punishment up to termination and/or legal consequences.

Each site/home environment will establish in writing a set protocol for management and protection of consumers' property and finances. A copy of this protocol will be forwarded to the Financial Resources Department for record and to be used in their audit of consumer funds.

Guidelines listed within the protocol are to insure that consumers' property and finances are accounted for up front and are managed on a daily/monthly basis. The consumer, family, or guardian will have legal authority to request inspection and/or copies of the records at any time.

Funds belonging to a consumer may not be pooled or mingled with any other funds within this organization. Each consumer's funds are to be kept separate and in a safe, locked place at all times. These funds will be audited one time during the fiscal year by the Financial Resources Department, per agency's consumer fund checklist and site protocol. The Financial Resources Department will audit more than one time per year if deemed necessary.

In sites/homes where consumer or agency receives SSI/SSA on behalf of the consumer, these sites/homes must follow Social Security Administration and adhere to guidelines, laws, and regulations as they impact state government.

- All SSI/SSA funds where McIntosh Trail CSB is payee will be deposited to a collective account titled as "McIntosh Trail CSB, Representative payee for Social Security Beneficiaries". Disbursements for consumers will be made from this account. All checks require two signatures.
- It is the responsibility of each site's "Consumer Fund Custodian" to maintain a current ledger indicating all SSI/SSA funds received and expenses incurred.
- A separate ledger is maintained for each consumer.

There will be one person per site (as applicable) assigned to maintain and be accountable for consumers' properties. Monitoring and auditing by the department/program director will be conducted on a quarterly basis. Any discrepancy will be reported in writing to the Financial Resources Department immediately.

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PROCEDURE (Continued)

McIntosh Trail CSB has assumed responsibility for safeguarding and/or managing consumer possessions or finances and will maintain records for the current year and previous two years. All records will be documented in accordance with acceptable general accounting procedures (debit/credit/balance with explanations and receipts).

In the case of any breach of these procedures or any loss, theft, or misappropriation of consumer possessions or funds, the program shall immediately notify the Executive Director and shall document the occurrence(s) and any redress which has occurred. McIntosh Trail CSB bears full liability to replace any possessions or funds illegally or inappropriately taken from a consumer by any employee, agent, or representative of the organization.

The attached form is to be used when notifying the Financial Resources Department of changes regarding consumer funds.

Attachment: Consumer Funds on Site Form

**MCINTOSH TRAIL COMMUNITY SERVICE BOARD
CONSUMER FUNDS ON SITE**

Site	Site Address	Person Responsible
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

1. Complete the above form if your site starts keeping consumer funds on site. Return to the Area Business Office.
2. If your site is one that is currently listed as having consumer funds on site, and for some reason these funds are no longer kept by the site, please complete the next two lines and return to the Area Business Office.

Name of site and site address

Signature of Program/Department Director