## Receipt of Funds On Behalf of Residents

Issued By: The Executive Director

Effective Date: May 1, 2007

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Funds which are the property of Belkin House Residents may be received for the following reasons:

* + Front Desk or other Residential Staff may be asked to receive funds on behalf of a Belkin House Resident when that Resident is absent from the building.
	+ Belkin House may be asked to hold cash for Residents or,
	+ Belkin House Staff may discover funds within the building as they perform routine searches or room packing following Residents departure from the facility.

Regardless, the following will always apply:

1. Funds may only be accepted on behalf of Residents, or accepted at the Residents request for safe keeping with the expressed permission of the applicable Residential Department Head (or their designate)
2. Funds that are discovered must be reported immediately to the applicable Residential Department Head (or their designate)
3. Funds accepted or discovered in an amount exceeding $100.00 must also be reported to the Executive Director.
4. Accepted funds are to be counted in the presence of the person delivering them to Belkin House Staff by two Belkin House Staff – at least one of these Staff are to be a Manager or PDP Caseworker
5. Funds that are discovered will be counted by two Belkin House Staff – at least one of these Staff are to be a Manager or PDP Caseworker
6. If the funds count occurs during normal business hours, the funds will be placed in an envelope, sealed and the Residents name, the date, the names of the Staff receiving (and in the case of funds being delivered to the Resident, the name of the individual delivering the funds) are to be indicated on the envelope. **All parties must sign on the envelope indicating that everything is in order**. The two Belkin House Staff members will bring the funds together immediately to the Business Administration Coordinator to be recorded and placed in the safe

**Note:** if the Resident is a former Resident – indicate this on the envelope. If the Resident is not known – mark “unknown” on the envelope

1. If the funds count occurs after normal business hours, the funds will be placed in a front- desk cash envelope, sealed and the Residents name, the date, the names of the persons receiving (and in the case of funds being delivered to the Resident, the name of

the individual delivering the funds) are to be indicated on the envelope. **All parties must sign on the envelope indicating that everything is in order**. The funds will be placed in the drop safe at the Front Desk

### If the Funds are in the Front Desk drop safe, the Director of Residential Services or designate will inform Business Administration on the next business day, and these 2 Staff will retrieve the sealed envelope / package from the drop safe, to be transferred to the primary safe located in the Business Administration office.

1. Business Administration Department will receive the funds, account and record them in accordance with established policy and practice. The funds will be stored in the Administration Department safe until the Resident claims them.

### Upon receipt of Residents’ Funds, Business Administration will record the sealed envelope/package in the Safe Contents Log. This entry will require the signature of the Residential Staff member(s) delivering the package, and the Business Administration Staff receiving the package.

1. The sealed Residents’ Funds envelope/package will be placed in the drawer compartment in the safe. The drawer will be locked and the drawer key will be given to the Director of Residential Services or designate (department Manager). This is to ensure that no one party will be able to access the contents of the locked drawer.
2. The Residential Department Head (or their designate) will assume responsibility for the transfer or return of funds to the Resident (or former Resident as the case may be). This will take place at the Department Head's earliest convenience on a business day following initial receipt of the funds.

**Note:** no funds will be released by the Business Administration Dept. for return to Residents without the Residential Department Head (or their designate) signing for them and assuming responsibility for their safe and orderly transfer back to the Resident

1. When the Residents’ Funds are to be returned to the Resident, the Funds will be retrieved from the locked drawer by 3 Staff members: the Business Administration Staff with the safe combinations, the residential department Staff holding the key to the locked drawer, and one other Residential Department Staff.

The removal of the sealed Residents’ Funds package from the safe will be recorded in the Safe Contents Log and signed off by all 3 individuals involved in the removal. That signed entry in the log will serve as the official receipt documenting the removal and transfer of the sealed Residents’ Funds package by Business Administration to the Residential department head or designate.

1. In all cases where funds are returned to Residents, a release form indicating the amount of funds turned over to the Resident will be completed, dated and signed by the

Residential Department Head (or their designate) and the Resident. This release form will indicate that the Resident has signed that they have received all due funds and that they release Belkin House from any further claim.

**Note:** due to the workload involved, and accountability practices that must be carefully followed, it will not be the routine practice of Belkin House to accept funds from Residents for safe keeping.

The Executive Director reserves the right to refuse at any time, the acceptance of Residents funds regardless of amount.