

CVS POLICY & PROCEDURE MANUAL

Policy Area: Finance

Policy # & Name: 7.7 Fees & Funds

Group: Consumers, staff

Purpose:

To ensure fees charged for various services are reviewed on a regular basis.
To ensure client accounts are managed responsibly and that accurate records are kept.
To ensure client's consent to the expenditure of their funds.

Policy Statement:

CVS sets fees for various services on an annual basis which reflect the current market conditions.
In some cases CVS manages individual client funds. In each case the Society maintains accurate records of these funds which are audited periodically by the Financial Manager. Employees responsible for the expenditures of the client funds ensure the money is spent based on the wishes and needs of the client.

Practice Standards:

Fees

Fees charged for service or facility rental are reviewed on a yearly basis to ensure they are in line with current market conditions. All fees are collected and recorded by the program and forwarded to the Accounting Department for deposit.

Funds

Client's monthly comfort cheques are either direct deposited into their accounts or they are issued from accounting to the House Supervisor to be deposited into their accounts in trust.
Detailed records must be kept showing deposits and withdrawals of client's monthly comforts. All receipts must be entered and stapled to the reconciliation sheets tracking these accounts. These accounts will be checked periodically by the Financial Manager and must be balanced at all times.
Special Clothing allowances issued for residents by the Government (Ministry of Children & Family Development) or the Office of the Public Trustee must be deposited to their personal accounts. All purchases must have receipts submitted to either the Public Trustee or the Ministry, depending on who issued the funds.

Please keep all receipts and hand them in to the Financial Manager to ensure that they are reconciled before forwarding to either the Public Trustee or the MCFD.

The Financial Manager will audit these records once a year to ensure that they balance.

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Policy Audit: March Annually

Date Issued: March 2004

Date Revised:

Position

Responsible: Program Manager, Finance Manager

References: ✍ 9.21 - Facility Rental Agreement

✍ Reconciliation Sheets
