State Operated Community Program

SOCP Policy Memorandum

Topic:	Client money – Shift spending log procedure	Issue date:	06/21/10
Related policy:	3.006 Handling and Managing Client's Money		

Policy Memorandums - should be considered high priority, and processed immediately. The attached procedure is an addition to the **existing 4.006.04 Income & Expenses procedure and requires the use of a Shift Spending Log**. Please review with your staff at the next house monthly meeting.

Applies to:
(check all that apply)

☒ All employees includes:	☒ Prog. Managers	☒ Site Managers
☒ Nurses	☒ BVS1s	☒ BVS2s
☒ Cent. Office staff	☒ Group home staff	☒ Trainers
☒ MHHT1	☒ MHHT2	☒ MHTT
☐ HR	☒ Modified workers	☐ Other :

FROM: Deanna Bathke, SOCP Director
Terri Millsap, HR Manager

SUBJECT: Client shift spending_Money accountability between shifts and Shift Spending Log (Tool)

Sign for money at the time received. Recipient of monies is responsible for all monies, receipts, and item(s) purchased. The Manager and staff will sign for all monies exchanged for community outings and purchases, when the money is taken out of the client's locked pouch and placed in an envelope.
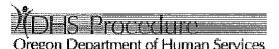
- Beginning each shift, two staff will count the money available for spending and document/log purchases during that shift, using the "Shift Spending Log" (Tool).
- Completion of each shift both staff will sign the "Shift Spending Log", the staff leaving the shift and the on coming assigned staff.

The Site Manager will review the "Shift Spending Log" for accuracy and completeness a minimum of 3 times per week and initial the log.

Attachments: 3.006.04 Income and Expenditures Procedure and Shift Spending Log (Tool)
Posted on SOCP website: http://www.dhs.state.or.us/spd/tools/dd/socp/policy.html

If you have questions about this information, contact:

Contact(s):	Deanna Bathke	Terri Millsap
Phone:	503 378-5952 ext. 241	503 378-5952 ext. 238
Email:	Deanna. Bathke@state.or.us	Terri.Millsap@state.or.us

Procedure Title:	INCOME AND EXPENDITURES			
Procedure Number:	3.006.04	Version: 2.0	Effective Date:	06/21/2010

Deanna Bethke (signature)   6/21/10

Approved By: Date Approved

Procedure

Step	Responsible Party	Action
1.	Site Manager or designee	Document all income of checks and cash on the "Income and Expense Account Record" (IEAR) at the time received and place in the individuals locked cash box until cashed, dispersed, or deposited into a bank account. *Social Security checks require a copy of the check before cashing, in addition to the deposit slip.* Checks will be cashed or deposited within 5 working days of receipt. **NOTE: Before cashing Social Security check(s) attach a copy to the back of the IEAR.**
2.	Site Manager or designee	Maintain maximum $60.00 cash in an individual's cash box unless expenditures requiring more cash are expected within 7 days. Ongoing or frequent requirements for more than $60.00 cash on hand will be outlined in the individual's ISP.
3.	Site Manager or designee	Site Manager will balance the cash box with the IEAR a minimum of every 14 days to check for accuracy, verifying the transactions and receipts match the IEAR and the balance is correct. Sign and initial when balanced.
4.	All staff and Site Manager	Sign for money at the time received. Recipient of monies is responsible for all monies, receipts, and item(s) purchased. The Manager and staff will sign for all monies exchanged for community outings and purchases, when the money is taken out of the client's locked pouch and placed in an envelope. • Beginning each shift, two staff will count the money available for spending and document/log purchases during that shift, using the "Shift Spending Log" (Tool). • Completion of each shift both staff will sign the Shift Spending Log; the staff leaving the shift and the on coming assigned staff. The Site Manager will review the Shift Spending Log for accuracy and completeness a minimum of 3 times per week and initial the Shift Spending Log.
5.	Site Manager or designee	The IEAR will clearly distinguish between income and expenditures and the balance will be the running difference between income and expenses. IEAR should reflect automatic deposits and their due dates.

6.	Site Manager or designee	Payroll entries will show the gross amount in the item column and the net amount in the deposit column.
7.	Site Manager or designee	The first entry on subsequent IEAR pages will document the date, balance forward, and all the balance amounts from the previous page.
8.	Site Manager or designee	Cash activity records will be maintained separately from bank activity records.
9.	Site Manager or designee	Room and Board, service contributions, and other monies paid to the program will be paid by check with individual amounts identified on the transaction slip.

Policy that applies:

3.006, Handling and Managing Individuals' Money
DHS-040-013 Receipting of Checks and Other Negotiable Instruments (10/08)
DHS -040-010-02 Inappropriate Actions (07/08)
OAM 10.20.00.PO Internal Control - Cash
OAR 411-325-0380 Rights: Handling and Managing Individuals' Money
OAR 411-340-170 (i) (A&B)

Procedure(s) that apply:

3_006_01, Representative Payee
3_006_02, Bank Accounts
3_006_03, Transaction Slips
3_006_04, Income and Expenditures
3_006_05, Receipts
3_006_06, Bank Account Reconciliation
3_006_07, Exit Procedures for Client Funds

Form(s) that apply:

Attachment A: DHS 4634 Personal Property Record (11/08)
Attachment B: DHS 4568 Income and Expense Account Record (1/07)
Attachment C: DHS 4578 Transaction Slip (4/08)
DHS 0844 Receipting of Checks & Other Negotiable Instruments DHS-040-013 (01/09)
TOOL: Shift Spending Log (06/10)

Procedure History:

Version 1.0:	**Version 2.0:**	**Version 3.0:**
06/01/2002 - 07/01/2004	06/01/2007	06/21/2010

Contact(s):

SPD/SOCP Business Manager
Phone: 503-378-5952 ext. 239   **FAX:** 503-378-5917
Email: Subject line - SOCP Policy elaine.m.stauffer@state.or.us

Keywords:

IEAR, Income and expenditures, Dispersed monies, Deposited monies, Payroll entries, Cash activity records, Bank activity records, Transaction

)(DHS
Oregon Department of Human Services
Seniors and People with Disabilities
State Operated Community Program

Shift Spending Log

Client name: _____ **Log start date:** _____ **end date:** _____

Date MM/DD/YY	Shift / Time	Amount received	Beginning of shift Signature 1 & 2	Completion of shift Signature 1 & 2	Purchases made:	Amount spent:	Balance:

Site Manager is required to review a minimum of 3 times a week – See back page for sign-off.

Date MM/DD/YY	Shift / Time	Amount received	Beginning of shift Signature 1 & 2	Completion of shift Signature 1 & 2	Purchases made:	Amount spent:	Balance:

Site Manager review (minimum 3 times a week)

Week (dd-dd): _____	Sat ☐ ____	M ☐ ____	T ☐ ____	W ☐ ____	Th ☐ F ____	☐Sun ____ ☐
Week (dd-dd): _____	Sat ☐ ____	M ☐ ____	T ☐ ____	W ☐ ____	Th ☐ F ____	☐Sun ____ ☐
Week (dd-dd): _____	Sat ☐ ____	M ☐ ____	T ☐ ____	W ☐ ____	Th ☐ F ____	☐Sun ____ ☐
Week (dd-dd): _____	Sat ☐ ____	M ☐ ____	T ☐ ____	W ☐ ____	Th ☐ F ____	☐Sun ____ ☐
Week (dd-dd): _____	Sat ☐ ____	M ☐ ____	T ☐ ____	W ☐ ____	Th ☐ F ____	☐Sun ____ ☐