

CLIENT SERVICES

SECTION G

CLIENT ASSETS

Section G
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Horizons Centre	<p style="text-align: right;">Section G: Client Assets Client Services</p>
Policy G1:	Proprietorship, Day Program and Employment Money
Policy:	<p>The Agency will work within the parameters set by the Independent Adult and/or Trustee and will ensure generally accepted accounting practices are followed.</p>
Guiding Principle:	<p>Personal financial management is an important component in every person's life. Supporting people to make informed decisions and become a wise consumer can have a positive effect on a client's budget and self esteem. Care must be taken to ensure the support given balances interest, choice, basic necessities, and quality of life.</p>
Cross Reference	
Date Approved	October 29, 2012
Date Revised	

Horizons Centre	<p style="text-align: right;">Section G: Client Assets Client Services</p>
Procedure G1:	Proprietorship, Day Program and Employment Money
	<p>Proprietorship Monies</p> <ol style="list-style-type: none"> 1. Support required for handling client money/accessing a client’s bank account will be determined at the Individual Support Planning Meeting. 2. Informed consent must be given by the client/guardian/trustee. 3. If selecting to use a bank account, the client should open the account in their own name with their signature. 4. If selecting to use a secured petty cash box, an average balance and budget should be determined. 5. All information pertaining to the account/petty cash box will be considered confidential and kept in the client’s file. 6. Transactions will be recorded on a Client Monthly Expense Form, balanced and initialled by the proprietor/client making the entries. 7. Receipts will be retained for all expenditures, wherever possible. 8. A monthly check/audit will be conducted of the Client Monthly Expense Form, by the Proprietorship Coordinator to determine that all monies in/out are accounted for. When verified, the Proprietorship Coordinator will sign as balanced. 9. Upon request from the client’s trustee, all receipts along with a copy of the corresponding Client Monthly Expense Form will be submitted to the trustee. <p>Day Program Client Monies</p> <ol style="list-style-type: none"> 1. Horizons Centre is not responsible for any monies that clients bring with them while attending the day program.
Date Approved	October 29, 2012
Date Revised	November 9, 2016

Horizons Centre	<p style="text-align: right;">Section G: Client Assets Client Services</p>
Procedure G1:	Proprietorship, Day Program and Employment Money
	<p>Employment Monies</p> <ol style="list-style-type: none"> 1. A process and/or written agreement for compensation is required for all customized employment opportunities offered by Horizons Centre. 2. Employment timesheets/records will be documented by individuals and verified by the client support worker. 3. Programs that require specific timesheets will be signed by the individual and verified by the client support worker and submitted to the Program Supervisor. 4. The Program Supervisor will verify and compile all timesheets/records and submit to the accounting office by the 26th of each month. 5. The accounting office will issue a cheque to each entitled individual dated for the last working day of the month. 6. The accounting office will invoice each employment site for services rendered. 7. Any project sales are paid out in cash at time of sale based on the project agreement/contract. Agreement/contracts outlines price, profit to producer special instructions and sale completion, payment received and signatures.
Date Approved	October 29, 2012
Date Revised	October 15, 2015