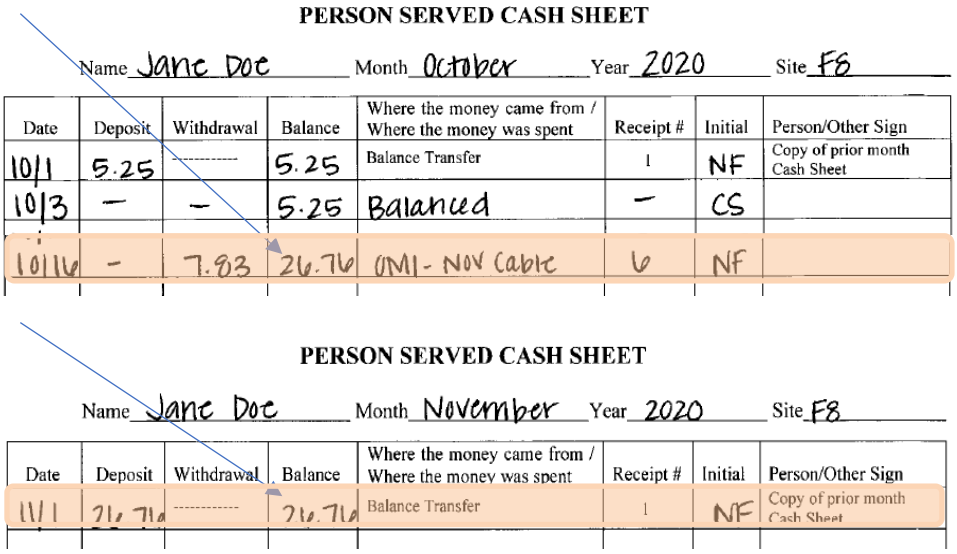
Person Served Money Training

Person Served Cash Sheet:

Start new month person served cash sheet

1. On the first of each month, you will transfer the ending balance from the previous month to the current month Cash sheet. Example Below:



PERSON SERVED CASH SHEET

Name Jane Doe Month October Year 2020 Site F8

Date	Deposit	Withdrawal	Balance	Where the money came from / Where the money was spent	Receipt #	Initial	Person/Other Sign
10/1	5.25	----------	5.25	Balance Transfer	1	NF	Copy of prior month Cash Sheet
10/3	–	–	5.25	Balanced	–	CS	
10/16	–	7.83	26.76	OMI - NOV Cable	6	NF	

PERSON SERVED CASH SHEET

Name Jane Doe Month November Year 2020 Site F8

Date	Deposit	Withdrawal	Balance	Where the money came from / Where the money was spent	Receipt #	Initial	Person/Other Sign
11/1	26.76	----------	26.76	Balance Transfer	1	NF	Copy of prior month Cash Sheet

2. Previous month sheet: Program Coordinator signs the bottom of the Person Served Cash Sheet including your title and the date you are completing the form.
   a. Make a copy of this Person Served Cash Sheet and label it #1.
   b. Put the original prior month sheet back into the corresponding month's Petty Cash Envelope.
3. Enter the end balance from the prior month in the deposit and the balance column of the current month.
   a. The copy of the prior month is receipt number 1. Enter staff initials.
   b. Count the cash to ensure the math and cash balance.
   c. Place receipt #1 in the current month Cash Receipts envelope.

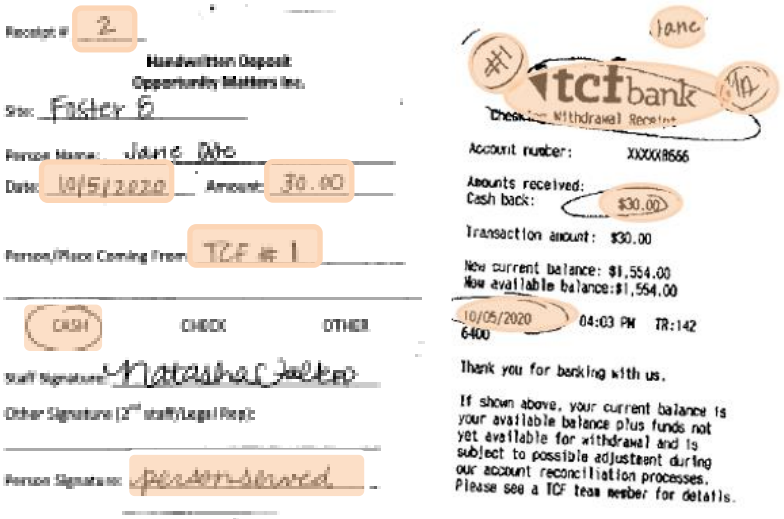
Deposit to Cash Sheet:

From checking account:

1. Cash from person served checking account. Record the withdrawal in their check register.
   a. Record the withdrawal in the register. If you used a debit card the "Huntington Debit Card – CASH"" is the next number for the Debit Card for the month. If you used a check enter the check number. Enter the date when the money was withdrawn, the "(bank name) – Cash" and staff initials. Enter the amount in the Withdrawal column and enter the new Balance.
   b. On the original receipt from the bank write: the person served first name, staff initials and the Debit Card or check number. Circle the bank name, date and amount withdrawn from the bank. The receipt goes in the Checking Envelope.

NUMBER OR CODE	DATE	TRANSACTION DESCRIPTION	PAYMENT, FEE, WITHDRAWAL (-)		✓	DEPOSIT, CREDIT (+)		$ BALANCE	
								308	88
AW	10/1	Netflix	10	99	✓			292	89
D	10/5	ILS # 105146 October PAL NF			✓	190	00	482	89
1	10/5	TCF Cash NF	30	00				452	89

2. Then <u>record the cash deposit to the cash sheet</u>.
   a. Use the copy of the bank receipt or
   b. Complete a <u>Handwritten Deposit form</u>.
      1)Receipt # is the next number from the Cash Sheet numbering, enter the site, person served name, date of cash deposit and the amount.
      2)Under Person/Place Coming From: is "TCF Debit Card #1"or check number from the check register.
      3)Circle Cash or Check and sign your name. The person served also signs the form.



Receipt # 2

Handwritten Deposit
Opportunity Matters Inc.

Site: Foster 6

Person Name: Jane Doe

Date: 10/5/2020 Amount: 30.00

Person/Place Coming From: TCF # 1

CASH CHECK OTHER

Staff Signature: Natasha S Jakes

Other Signature (2nd staff/Legal Rep):

Person Signature: Jane Doe

Jane

#1

tcf bank

Withdrawal Receipt

Account number: XXXXX8566

Amounts received:
Cash back: $30.00

Transaction amount: $30.00

New current balance: $1,554.00
New available balance: $1,554.00

10/05/2020 04:03 PM TR:142
6400

Thank you for banking with us.

If shown above, your current balance is your available balance plus funds not yet available for withdrawal and is subject to possible adjustment during our account reconciliation processes. Please see a TCF team member for details.

   c. On the <u>Person Served Cash Sheet</u>;
   1) enter the date 2) the amount deposited 3) calculate the new balance. 4) In the "Where money came from / Where the money was spent" record "TCF Debit Card #1" or check number from the check register. 5) Record the receipt # (Please do not put the # sign, just the number) 6) enter staff initials 7) person served signs the sheet.

PERSON SERVED CASH SHEET

Name Jane Doe Month October Year 2020 Site F6

Date	Deposit	Withdrawal	Balance	Where the money came from / Where the money was spent	Receipt #	Initial	Person/Other Sign
10/1	5.25	----------	5.25	Balance Transfer	1	NF	Copy of prior month Cash Sheet
10/3	—	—	5.25	Balanced	—	CS	
10/6	30.00	—	35.25	#1	2	NF	

<u>Cash Deposit from Legal Representative/Guardian:</u>

1. You will at times have a Guardian that will bring cash to the site for their individual. Have the Guardian sign the cash sheet or a handwritten receipt.
   a. Enter the date, amount deposited, new balance, "Where money came from / Where the money was spent" is "from Dad, Aunt, etc."
   b. Receipt # (is the next number from the Cash Sheet numbering), staff initials, Legal Representative or Guardian signature.
   c. A second staff signature is needed if the guardian leaves without signing the cash sheet or Handwritten Deposit form. The person served can also sign if able. See an example above:

PERSON SERVED CASH SHEET

Name Jane Doe Month October Year 2020 Site F8

Date	Deposit	Withdrawal	Balance	Where the money came from / Where the money was spent	Receipt #	Initial	Person/Other Sign
10/1	5.25	----------	5.25	Balance Transfer	1	NF	Copy of prior month Cash Sheet
10/3	—	—	5.25	Balanced	—	CS	
10/6	30.00	—	35.25	#1	2	NF	
10/7	45.00	—	80.25	From Mom	3	NF	Susan Doe

Cash withdrawal for person served

1. If the individual wants to take cash out from their Cash account, record the entry on their Person Served Cash Sheet. 1) Enter date 2) write the amount they are wanting to take out under "Withdrawal." 3) enter the new balance 4) "Where money came from / Where the money was spent" enter "Pocket money, allowance" 5) enter the receipt number, without the # sign 6) enter staff initials 7) person served signs
2. Person served must sign the sheet before receiving the cash. See example below:

PERSON SERVED CASH SHEET

Name Jane Doe Month October Year 2020 Site F8

Date	Deposit	Withdrawal	Balance	Where the money came from / Where the money was spent	Receipt #	Initial	Person/Other Sign
10/1	5.25	----------	5.25	Balance Transfer	1	NF	Copy of prior month Cash Sheet
10/3	—	—	5.25	Balanced	—	CS	
10/6	30.00	—	35.25	#1	2	NF	
10/7	45.00	—	80.25	From Mom	3	NF	Susan Doe
10/7	—	30.00	50.25	Pocket Money	4	CS	Jane Doe

Balance all Person Served Cash Sheets at least 3 times per week

1. Person Served Cash Sheets are balanced a minimum of 3 times per week by 2 different staff members. Typically, it is the PC or LSS that will balance these, but they may delegate this task to a part-time staff.
    a. Ensuring the math and cash balance
    b. Check that all receipts have been entered and the number on the receipt matches the cash sheet

PERSON SERVED CASH SHEET

Name Jane Doe Month October Year 2020 Site F8

Date	Deposit	Withdrawal	Balance	Where the money came from / Where the money was spent	Receipt #	Initial	Person/Other Sign
10/1	5.25	----------	5.25	Balance Transfer	1	NF	Copy of prior month Cash Sheet
10/3	—	—	5.25	Balanced	—	CS	
10/6	30.00	—	35.25	#1	2	NF	
10/7	45.00	—	80.25	From Mom	3	NF	Susan Doe
10/7	—	30.00	50.25	Pocket Money	4	CS	Jane Doe
10/12	—	—	50.25	Balanced	—	NF	

Documentation needed on all receipts

1. If more than 1 person served is on the receipt, make a copy for each person served. Person served name on their copy only – maintain data privacy.
2. Every purchase needs a receipt or handwritten receipt and documented on their Person Served Cash Sheet.
3. The following items need to be entered at the top of the receipt:
    1) Person served first name, 2) staff initials, and 3) receipt number

    The following items need to be circled:

    4) Store Name, 5) Total paid, and 6) Date of purchase

    See example below
4. If paying a Tip, (for haircut/restaurant, etc.), circle the Total amount paid including the tip. See example below
5. Handwritten receipts are used only when an original is not available. (Pop machines, etc.)

6. Each person served petty cash account that is supervised and managed by OMI staff cannot have more than $50 balance, for more than 5 days. Persons served who receive a weekly allowance can have additional cash as stated on their Financial Authorization form.
   a. Additional cash that a person served has needs to be deposited into the persons checking/savings account.

Person Served Checking Account:

1. All checking transactions need to be documented in the checking register. Receipts go in the checking envelope.
2. Each transaction will be assigned a check or debit card number, at the beginning of each month the debit card number will start over at "1" and continue to count from there. See below for an examples:

Anytime a debit card is used to pay or withdraw cash indicate on the register that is was a debit card transaction.

NUMBER OR CODE	DATE	TRANSACTION DESCRIPTION	PAYMENT, FEE, WITHDRAWAL (-)		✓	DEPOSIT, CREDIT (+)		$ 308 88 BALANCE
AW	10/1	Netflix	10	99	✓			292 89
D	10/5	ILS # 105146 October PN NF			✓	190	00	482 89
1	10/5	TCF Cash NF	30	00				452 89
4261	10/15	Village Pharmacy Sept meds ST	58	52				394 37
DD	10/1	Minka per statement NF			✓	60	00	454 37
—	10/16	Balanced to 10/5 stmt NF						454 37
2	10/19	OMI - Copays Aug + Sept NF	7	00				447 37
3	10/25	McDonalds CS	6	05				441 32
1	11/1	Target NF	17	43				423 89
AW	11/1	Netflix CS	10	99				412 90
DD	11/16	Wacosa 10/16 - 10/31 NF				4	80	417 76

Deposit: Cash or a check without a check stub

1. When an individual gets a check to deposit or cash, staff will first get a copy of the check (ask the bank, they will do this for the individuals). Staff will enter the transaction in the checking register.

a. Enter the Check or Debit Card number, (Please do not put the # sign, just the number)
b. Enter the date, and where/who the check came from under transaction description. Add staff initials
c. Enter the amount under deposit and enter the new balance.

<u>On the check copy</u>:

d. Enter the date deposited. Circle: the company name that issued the check, amount of the check, and person served name. Add staff initials

<u>On the check stub</u>:

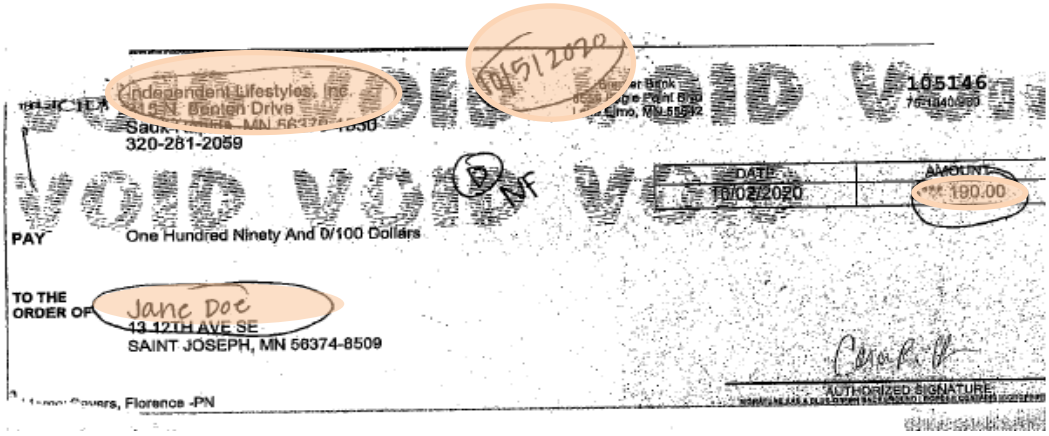
e. Circle the check date, company name, amount of the check, and person served name. Add staff initials

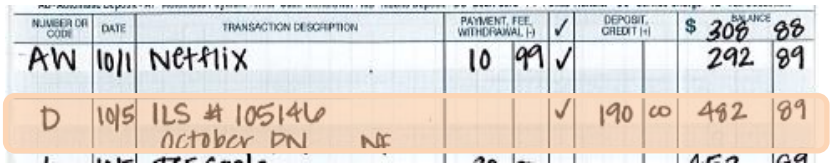
Staple the bank slip to the check stub or copy of check.

<u>Bank Slip/receipt</u>:

f. Circle the date, bank name, and amount deposited Add person served name and staff initials

See example below:

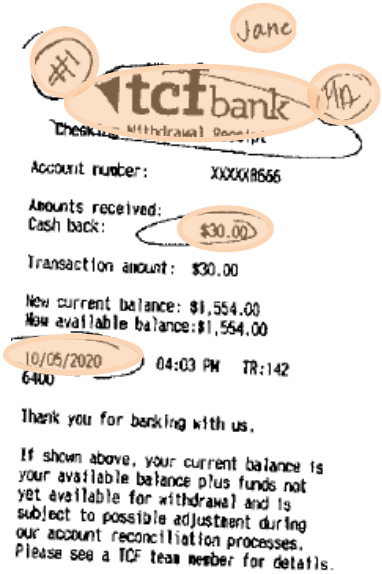




NUMBER OR CODE	DATE	TRANSACTION DESCRIPTION	PAYMENT, FEE, WITHDRAWAL (-)	✓	DEPOSIT, CREDIT (+)	$ BALANCE
AW	10/1	Netflix	10 99	✓		308 88 / 292 89
D	10/5	ILS # 105146 October DN NF		✓	190 00	482 89

2. When making a deposit and getting cash from their checking account these NEEDs to be 2 separate transactions.
    a. Do Not withdraw cash when making a deposit.
    b. Give the bank teller one transaction at the time or they will combine the transactions.
3. Make sure to get a receipt for every transaction at the bank.
4. Do not record a deposit in the register until it has happened.

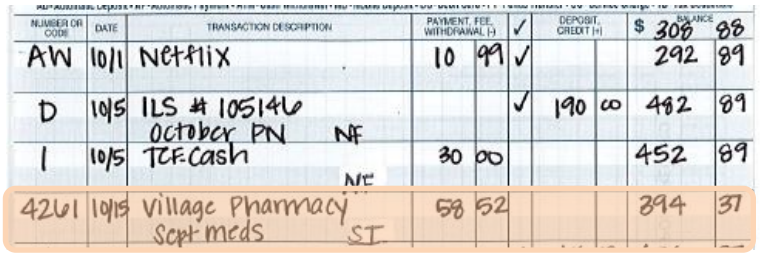
Bank Slip example



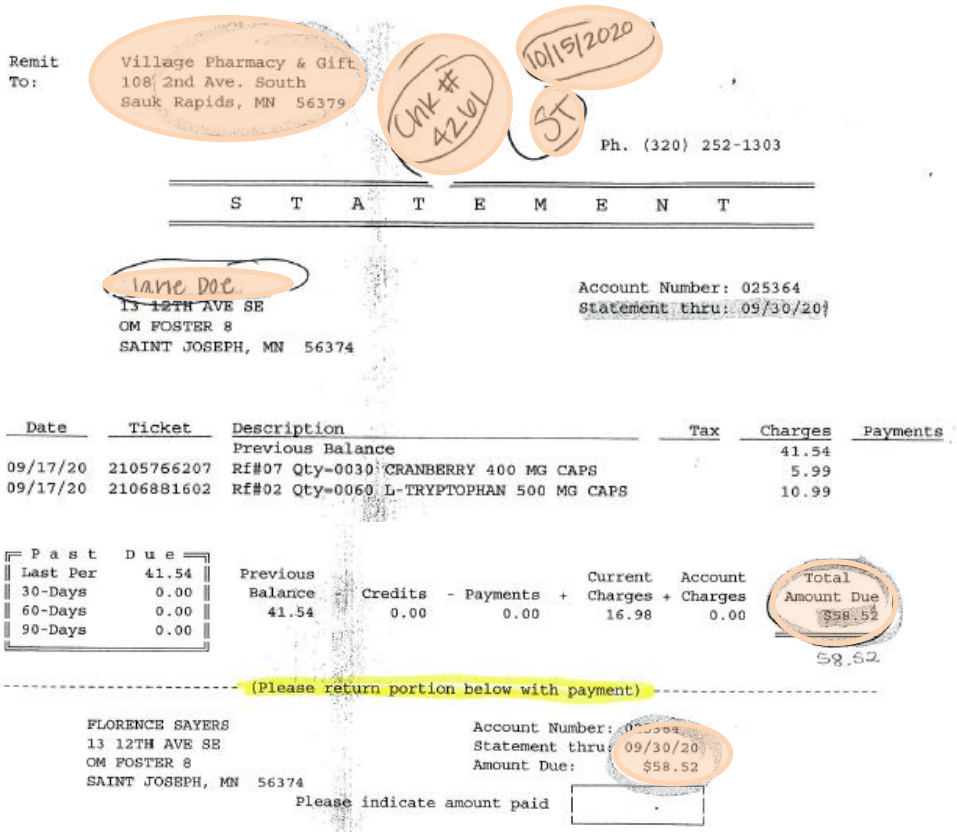
Recording purchases made by check or Debit Card

1. Make sure you are using the next check in number order it makes tracking each check number easier.
2. For Check/Debit transactions, staff need to get a receipt
   b. The following items need to be entered at the top of the receipt:
      1)Person served first name, 2) staff initials, and 3) the Debit Card or check number
   c. The following items need to be circled:
      4) Store Name, 5) Total paid, and 6) Date of purchase

   See below for an example
3. Enter the transaction into the check register.
   a. Enter the Check or Debit Card number, (Please do not put the # sign, just the number)
   b. Enter the date. Under Transaction description, enter where the check was written to: (TCF – Cash; Target, etc.). And staff initials.
   c. Enter the amount spent in the withdrawal column and enter the new balance.
      See example below:
4. Bank withdrawals for cash require a bank or ATM withdrawal receipt.
5. Cash back when making a purchase: On the Person Served Cash Sheet; enter the date, the amount deposited and calculate the new balance. In the "Where money came from / Where the money was spent" write "Cash back from (store name). Make a copy of receipt for the cash sheet, use the next receipt number, and enter staff initials.



NUMBER OR CODE	DATE	TRANSACTION DESCRIPTION	PAYMENT, FEE, WITHDRAWAL (-)		✓	DEPOSIT, CREDIT (+)		$ BALANCE	
								$ 308	88
AW	10/1	Netflix	10	99	✓			292	89
D	10/5	ILS # 105146 October PN NF			✓	190	00	482	89
1	10/5	TCF Cash NF	30	00				452	89
4261	10/15	Village Pharmacy Sept meds SI	58	52				394	37



Remit To: Village Pharmacy & Gift
108 2nd Ave. South
Sauk Rapids, MN 56379

Ph. (320) 252-1303

S T A T E M E N T

Jane Doe
13 ~~12TH~~ AVE SE
OM FOSTER 8
SAINT JOSEPH, MN 56374

Account Number: 025364
Statement thru: 09/30/20

Date	Ticket	Description	Tax	Charges	Payments
		Previous Balance		41.54	
09/17/20	2105766207	Rf#07 Qty=0030 CRANBERRY 400 MG CAPS		5.99	
09/17/20	2106881602	Rf#02 Qty=0060 L-TRYPTOPHAN 500 MG CAPS		10.99	

Past Due		Previous Balance	- Credits	- Payments	+ Current Charges	+ Account Charges	Total Amount Due
Last Per	41.54	41.54	0.00	0.00	16.98	0.00	$58.52
30-Days	0.00						
60-Days	0.00						
90-Days	0.00						

58.52

(Please return portion below with payment)

FLORENCE SAYERS
13 12TH AVE SE
OM FOSTER 8
SAINT JOSEPH, MN 56374

Account Number:
Statement thru: 09/30/20
Amount Due: $58.52

Please indicate amount paid

6. Village Pharmacy bills.
   a. Pay the Current Charges unless the Total Amount Due is less.
   b. If the Total Amount Due is greater than the Current Charges, go to the person served register or cash sheet and verify that the prior balance was not already paid. (The Pharmacy may be behind in entering payments.)
   c. If paying for more than one month keep all statements and staple the bills together.
   d. Village bills can be paid by check in the mail, in person with cash or debit card.
7. When the person served is paying OMI
   a. The invoice or statement from OMI goes in the person served envelope. On the cash sheet or the check register write what the person is paying. Ex: “OMI cable Nov; Sept Copay”, “OMI long distance phone calls”, etc.
8. When paying person served bills
   a. Make sure it is a bill that needs to be paid. For example, you may receive a bill from a clinic that has not been processed through the clients insurance. You can verify if it requires payment by calling the clinic/business’ billing department. (The number is usually on the statement) If you are paying a bill with cash, you need to deliver it in person – it cannot be mailed.
9. Voided checks are recorded in the register and placed in the checking envelope.
10. When checks are ordered and arrive at the site, they need to be brought to the Finance Manager. All check books are kept with the legal representative or rep payee or in a locked room at the office.

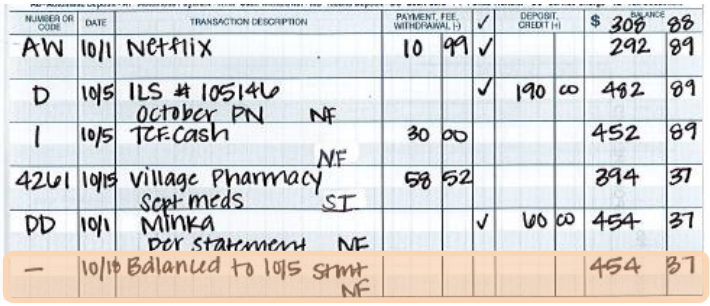
Legal Representative/Guardian

1. If a legal representative withdraws money from the checking account, they are required to verify in writing that “they withdrew $___ on ___ date. And sign the sheet.”

2. Signing out checkbook:
   When a legal representative/guardian asks to take the check book, staff would just note on the register the date and time the guardian/legal representative took out and returned the check book.
   a. When the Legal Representative returns the check book the staff must staff would just note on the register the date and time the guardian/legal representative took out and returned the check book.
   b. put the receipts in the checking envelope.

Bank Statements

1. Bank Statements are to be opened at the site and balanced to the register each month by the site.
2. On the next available line write: The date balanced in the Date column; "Balanced to (End date) statement" and "staff initials".



NUMBER OR CODE	DATE	TRANSACTION DESCRIPTION	PAYMENT, FEE, WITHDRAWAL (-)		✓	DEPOSIT, CREDIT (+)		$ BALANCE	
								308	88
AW	10/1	Netflix	10	99	✓			292	89
D	10/5	ILS # 105146 October PN NF			✓	190	00	482	89
1	10/5	TCF-Cash NF	30	00				452	89
4261	10/15	Village Pharmacy Sept meds SI	58	52				394	37
DD	10/1	Minka Per Statement NF			✓	60	00	454	37
—	10/18	Balanced to 10/5 Stmt NF						454	37

Gift Cards

1. Gift cards need to be recorded using a separate cash sheet and obtaining a receipt each time the card is used until it no longer has a balance.

    1. Gift card sheet is filed once the card has a zero balance.

Debit/Pre-Paid Cards

1. Some of our individuals will have debit cards and/or Prepaid debit cards. The common Prepaid debit cards are: Focus Cards, issued by US Bank or Juice Card, issued from Owens & Company.
2. The Pre-Paid debit cards will need to be tracked on their own check register or Person Served Cash Sheet and labeled Debit Card.
3. Receipts and transactions are recorded the same as you would on the Person Served Cash Sheet or Check register.
   See below for an example:

PERSON SERVED VISA DEBIT SHEET

Name Jane Doe Month October Year 2020 Site F4

Date	Deposit	Withdrawal	Balance	Explanation	Code	Receipt #	Initial	Person/Other Sign
10/1	382.91	–	382.91	Bal Transfer	BT	1	NF	
10/3	–	5.71	377.20	McDonalds	E	2	NF	
10/15	–	13.98	363.22	Walmart	PN	3	NF	
10/17	–	40.00	323.22	US Bank Atm	W	4	AW	
10/18	104.00	—	427.22	ILS PN October	D	5	NF	
10/25	–	–	427.22	Balanced per statement	B	—	NF	

Postage stamps

a. OMI does not pay for person served postage when they are paying personal bills.
b. Postage Stamp Charting form: Document when stamps are purchased and how they are used.

Monthly Money Bag Review

Each site is assigned the same day and time each month to bring the bags to the office. (Persons served and Site) Finance Manager reviews all person served money bags, so it is important that all sites use the same procedures.

1. Cash must be counted when the bags are dropped off at the office and picked up by the site staff.

Bring the following each month to the Finance Manager

House Petty Cash

1. Current month Site Cash Sheet, a copy of the prior month Site Cash Sheet and current month receipts.

Person Served money bags

1. Current and prior month original cash sheets
2. Cash and checking receipts envelopes for the current and prior month
3. Bank statement(s) not signed by the Finance Manager
4. Receipts need to be in number order and facing the same direction.
5. Bank statements
    a. Site staff need to complete the reconciliation on the statement. Prove that the check register balances to the bank statement.
    b. On the check register, check off all items that cleared the bank.
    c. On the statement, sign your name, title, date when balanced and the word “balanced” if it does.
    d. If the register and the statement do not balance and you can’t figure it out after 2 to 3 tries, call the Finance Manager to set up a time to review.
6. When checks are ordered and arrive at the site they need to be brought to the Finance Manager. They are kept with the legal representative, rep payee or in a locked room at the office.