



TRAFFORD
COUNCIL

Services for Children, Young People and Families

Children in care

Children's homes

Money and Storage

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Author: Sally Rimmer

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Each home has a safe and a cash tin for the storage of money within the home. All money must be stored secure in either of these.

The safe is used to store larger amounts of money the cash tin will hold a float of a smaller amount usually less than £50.00.

The Safe key is only accessible to the Registered Manager and Senior Assistants. Staff who require larger amounts of money must request this from their manager.

The cash tin must be checked daily and recordings of the balance made.

Staff when taking money out of the unit holds responsibility for it, staff must endeavor to keep the money secure and safe on their person.

Cash Disbursements

A Cash Disbursement must be completed for any money spent. The name of the home, the item purchased, date, and signatures must be completed.

Any money spent by staff or given to young people must be recorded in the Cash Disbursement Book.

Cash Book

All homes hold a Cash Book that is used to monitor the amounts of cash in the safe and cash tin. Any money spent must be recorded in this book detailing the date, item purchased and the balance. Any change being reimbursed must also be recorded.

Budget

Each home has an annual budget, any money spent must be affordable within this budget.