**Direct Payment Audit Officers**

Direct Payment Audit Officers can help you with the administration of your Direct Payment Funding account. They are available to guide you and your nominated Suitable Person to ensure that all the responsibilities that come with Direct Payment Funding are fulfilled.

The Audit Officers can help in many ways: -

* Give advice regarding amount of funding that has been awarded and what the funding can be used for
* Advise when funding payments are due to be made and the periods that payments cover.
* Ensure that all requirements for employment of personal assistants are in place to cover their legal employment – Payments made through payroll companies, HMRC, National Insurance, Pension requirements etc are covered.
* Advise if any payments have been made above the Trafford BC funding rates and therefore any “Top-up” payments are required. They can also help calculate “Top-up” amounts if required.
* Advise how to make Assessed Community Care Charge Client Contribution payments into the direct payment account.
* Advise what documents will be required to enable an audit of your Direct Payment Account.
* Assist with the operation of the Direct Payment Account.