To help you prepare for your financial check-up (audit)

In this folder there is an income and spending form for each month to help you save all the information you will need.

**If you have your own system, that’s fine.**

You can record everything that has gone into the account and everything that has gone out each month.

It is a good idea to get into the habit of saving necessary information in your folder so that you don’t have to do it all at when it’s time for the check-up. We have explained what you need to keep, in the welcome letter.

If you keep your bank statements in the folder and make sure you know what each item has been spent on as you go along, there won’t be any surprise at the end.

You might remember now what you had to spend that £25 on, but you might not remember in six months’ time!

There is also chance to say if you have spent any of the money differently but to still meet the same aims.

For example: you may get £10 a week to go swimming but on one of the weeks the pool was closed. Instead you went to a local gym as a guest and paid £10 to exercise on the fitness machines. This still achieved the same aim of improving your walking.

We accept that sometimes you need to spend something, in an emergency, which you don’t have time to discuss with the social work team first. You will be able to spend up to £100 from your Direct Payment in an emergency, once during the year but you must keep a record of this also. You should let the social work team know as soon as you are able to in case your support plan needs reviewing.

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| **SPENDING RECORD** |
| Month  | **January** |
| Money paid in from Council  | £ |
| Money paid out |
| Staff wages |  |
| Expenses |  |
| Activity (describe) |  |
| Activity (describe) |  |
| Other (describe) |  |
| Spending which isn’t in my support plan |  |
| Reason for this spending  |  |
| Signature  | *I confirm that all the spending recorded is to meet the outcomes of my support plan –* |

There is a space on the income and spending form for you to explain how the spending meets your goals or outcomes, as they are described in the support plan.

For example: you might receive money to go swimming each week at a cost of £10 so at the end of the month you will say “I have spent £40 on swimming which is to help my general fitness and wellbeing and to improve muscle strength to help me with walking.” This is what is written in your support plan and this is how you have spent the money.

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| Summary from Support Plan  |
|  | Outcomes/goals |  |  |  |  |
| Support with personal care |  |  |  |  |  |
| Support in your home |  |  |  |  |  |
| Support in your community |  |  |  |  |  |
| Support with family, friends and relationships |  |  |  |  |  |