

Turner, Colin

From: Hannay, Sandra
Sent: 30 April 2025 08:53
To: Syme, Shelley
Cc: Turner, Colin; Robinson, London
Subject: RE: Bank Balances

Sorry only me again

DC Yes please if you could transfer back to the central account the sum of £3000 please as he needs a few bits for his birthday and some new towels and tops so the £1,114 should leave him with enough.
So shall I put his bank balance as the £1,114.00 in his ledger or shall I put the £4,114.00. could you let me know please.

Regards
Sandie.

From: Hannay, Sandra
Sent: 30 April 2025 08:43
To: Syme, Shelley <Shelley.Syme@gov.im>
Cc: Turner, Colin <Colin.Turner@gov.im>; Robinson, London <London.Robinson@gov.im>
Subject: RE: Bank Balances

Good Morning and thank you so much for this.
I will transfer all the below balances to the ledgers this morning and inform all staff that this is the way forward with documentation for service users ledgers.

Really appreciate all your help with this.

Regards
Sandie.

From: Syme, Shelley <Shelley.Syme@gov.im>
Sent: 29 April 2025 15:43
To: Hannay, Sandra <Sandra.Hannay@gov.im>
Cc: Turner, Colin <Colin.Turner@gov.im>; Robinson, London <London.Robinson@gov.im>
Subject: Bank Balances
Importance: High

Hi Sandie,

The start balances are as follows:

GJ **£801.76** - You may want to take the extra 71p out when you next withdraw money so you have round figures.

DC **£4,114** - If David doesn't need these funds we can transfer some/all from the Bungalow 4 account back to his central one – please let us know.

RB £200

Total in bank account is £5,115.76.

- Please can staff record all payments in and out of the bank account and keep a running balance.
- When we receive a request for money for GJ or DC we can send an email to all staff (please can you let me have a list of names) to let them know when we have paid the money into the account. Then someone can add the details in the bank in column of the ledgers including an updated bank balance.
- Anyone paying the personal allowance cheques in to the bank account should also record the details in the ledger and update the balance.
- When withdrawing money this should be recorded as usual but the bank balance must be updated too.
- When the bank statement arrives you should be able to check each of the payments shown against details in the ledger. We use the individual's initials so you will know who the payment is for. The only details you will need to enter is the monthly payment for RB
- Whoever reconciles the statements against the ledgers should write the individual balances, sign and date the statement. Please see other ones for example.

This is important so that everyone knows how much each person has in the account. There was an occasion where money had been withdrawn for RB but he didn't actually have enough money in the account at the time.

Please could you print this so the staff can use as a prompt if needed. If anyone needs help when updating the ledgers they can contact Colin or me. We can always pop out to explain in person if you feel that would be beneficial.

Kind Regards

Shelley

Shelley Syme | Finance EO | Treasury

Financial Advisory Service | [Shirveish Choyrlee Argidoil](#)

Crookall House | Demesne Road | Douglas | IM1 3QA | 01624 687024 |

Shelley.syme@gov.im | www.gov.im/financialadvisory

NB: My working days are Monday to Wednesday.