**LD Clients’ cash receipts & payments procedures**

1. Open the Client Funds Spreadsheet - found in the DSC/Finance/LD Clients Cash Folder.
2. Print off the summary tab which contains a list of all the individual balances held in the account. The date shown at the top will be today’s date.
3. Write at the top of the spreadsheet ***Balance before all credits & debits.***
4. Each Friday (or sometimes a Monday) someone from Social Security emails a list of the benefits that have been paid into the MH Patients Bank Account. Open this attachment.
5. Open the folder Weekly SS Benefits. This is found in DSC\Finance\LD Clients Cash\Weekly SS Benefits\yyyy-yyyy.
6. Each financial year has its own folder so open the one for the current year i.e. 2019-2020. Within this folder there are spreadsheets divided into weeks.
7. Open the most recent spreadsheet, depending on what week of the year we are in. At the bottom of the spreadsheet there are tabs containing details of previous benefits received each week.
8. Copy the list of benefits (received from Social Security) into the next tab. Then close the attachment and the e-mail itself as they are no longer required.
9. Amend the dates and batch number at the top of the spreadsheet in the same way as the other tabs within this spreadsheet. You can delete the columns for address, and post code along with columns K to P.
10. Rename the tab to the current week.
11. Use the auto sum function to calculate the total of all the benefits received.
12. Rename the deduction column to ‘Total’. Here you need to add up the total of benefits paid to each individual ensuring that the total at the bottom agrees to the total figure from above.
13. Print this sheet.
14. Open the Deposit & Withdrawal Sheet spreadsheet which is found in the DSC\Finance\LD Clients Cash folder. Find the tab with the same balance details as the Client Funds summary sheet.
15. If you can’t find a tab with the same balance you need to open the LD Clients’ cash month end transfers & interest spreadsheet instead. Interest is added when the bank statement arrives each month.
16. Copy the balances from column F (excluding the total) and select paste special – values to paste them into the Balance before Benefits column (D) of the BENEFITS tab.
17. Change the dates in row 3 to reflect the benefits period covered.
18. Enter the details of all the benefits received for each service user in the Benefits Amount column and print.
19. Go back to the Client Funds spreadsheet and on each individual tab record details of the benefits received. The total of the summary tab should be the same as the benefits spreadsheet you have just printed.
20. Print the summary tab. Write at the top of the printout *Balance after benefits but before other credits & debits*.
21. Check that the balance for each individual on the summary tab agrees with the Benefits tab.
22. **Other Credits** - If there are any other credits e.g. tax credits, this information will have been put in the *LD Client Finances* folder in Steve’s cupboard during the week. If there have been no credits skip to point 28.
23. Go back into the benefits tab of the Deposit & Withdrawal Sheet. Copy the balances from column F (excluding the total) and select paste special – values to paste them into the Balance before other credits column (D) on the Other Credits tab.
24. Change the dates in row 3 to reflect the date of the credits.
25. Enter the details of the credits received for each service user in the Amount column and print.
26. Go back to the Client Funds spreadsheet and on each individual client tab record details of the credits received.
27. Check all the individual and total balances agree with the Other Credits tab
28. Print the summary tab. Write at the top of the spreadsheet *Balance after benefits & credits but before debits*.
29. **Withdrawals** – Requests for payments have to be received by Midday on a Wednesday. Request forms will have been printed off and put in the ***LD Client Finances*** folder as they are received.

**\*If there are no requests please go to point 41\***

1. Check that the client has sufficient funds available on the summary tab of the client funds spreadsheet.
2. Go back to the other credits tab (or the benefits tab if there have been no other credits) of the Deposit and Withdrawal Spreadsheet. Copy the balances from column F (excluding the total) and select paste special – values to paste them into the Balance before withdrawals column (D) on the Withdrawals tab.
3. Change the dates in row 3 to reflect the date of the withdrawals.
4. Enter the details of the withdrawals for each service user in the Amount column.
5. **Monthly Withdrawals** - There are several service users who receive a regular monthly payment. The request forms are held in the LD Client Finances Folder. These are to be processed on the last Wednesday of every month following the same procedure as above.
6. Record the reason for the withdrawal in the Details column and print.
7. Go back to the Client Funds spreadsheet and record the withdrawals on each individual client tabs. (Include monthly withdrawals.)
8. Print the summary tab and write at the top of the spreadsheet *Balance after all credits & debits*.
9. Check that the balance for each individual on the summary tab agrees with the withdrawal tab.
10. The withdrawals are paid into a bank account in the name of each home.

To transfer the funds follow the instructions for making a payment on eQ Banking.

1. To complete the process a reconciliation of the bank account needs to be carried out. Open the spreadsheet LD Clients Cash Bank Reconciliation in the DSC\Finance\LD Clients Cash folder.
2. Select the deposit tab at the bottom. Change the week no. in cell A5 and enter the last bank account balance (from the summary sheet of the Client Funds spreadsheet) in cell F47 as a minus figure.
3. On the left hand side of the spreadsheet enter details of payments made e.g. Wk – house name and client initials
4. On the right hand side enter details of the total benefits credited to the bank account plus any other individual credits.
5. Once all figures have been entered, the figure in cell F49 (DIFFERENCE) should be 0.00. Print spreadsheet and put with other paperwork.
6. Sign all printouts as required and pass over for checking.
7. Once all paperwork is checked and the letter to the bank is countersigned, photocopy the letter and post the original to the bank.
8. Notify the relevant Senior Residential Support Worker by e-mail that the a payment request has been sent to the bank
9. All documents should then be stapled together with the printout of the Patients Cash Bank Reconciliationat the front.
10. NB: All payment requests should be scanned and saved to the folder DSC\Finance\LD Clients Cash\Funds Requestsin the relevant sub folder in the format yyyymmdd – initials.

Finance/LD Clients Cash/Procedure Notes/LD Weekly Payments Procedures Updated 21/04/2022