**Appendix 8**

**Petty Cash/Supervised Spend Flowchart**

Request for Finance Form (Appendix 2 submitted to Panel).

The CSO will take the minutes of the panel meeting, once complete the minutes are then forwarded to the Team Manager/Senior Practitioner for authorisation. Following approval and signature the CSO informs the worker of the outcome by placing two copies of the signed Request for Finance form into their post tray. A note is then input onto the young person’s SSID case notes by the CSO to include the outcome and any review dates agreed and the completed panel minutes updated to reflect this action.

Petty Cash - The worker will approach the FO/CSO for the approved monies. At the time the worker along with the FO/CSO will determine the most appropriate method of payment in line with Corporate Finance Regulations, i.e. cash, Payment Voucher, cheque, Procurement Card or gift card. If a cash advance is provided the worker will be asked to sign a completed Cash Receipt (appendix 6) and sign the petty cash book indicating that they have received the money. If paid by cheque, Voucher Payment or Procurement card the FO/CSO will complete the necessary paperwork and distribute accordingly confirming with the worker that this has been completed.

SUHA – if the request refers to SUHA – the worker will approach the FO/CSO with a cash request for the approved funds. The FO/CSO will arrange for the funds to be made available to the worker on a specified date.

The worker must present a valid receipt(s) for any cash advance provided to the FO/CSO immediately following expenditure and the FO/CSO will match these up with the original request for finance form and cash receipt.

In the case of SUHA unspent monies will be held securely in the safe for up to one month in case further expenditure is made – after that period these monies will be banked back into the Supervised spend account ensuring the supervised spend cash book is updated accordingly in red to show income returned. The FO/CSO will input a case note onto the YP’s SSID record.

Any unspent monies should be returned to the FO/CSO to be banked back into the petty cash funds, ensuring the petty cash book is updated accordingly in red to show income returned.

If no valid receipt is presented, the worker must complete a loss of receipts form (see appendix 9) and the FO/CSO will present this to the next panel for authorisation and signature by a Team Manager.

The Finance Officer will file their copies of the Finance Request form and Receipt of monies form in the finance file. Any monies paid out to a young person should be entered onto SSID as a finance provision, indicating the amount and reason for payment. This is to be completed within a month of being issues (See Appendix 10 for instructions)

The FO/CSO will add all ongoing payments onto the ‘Ongoing Payments’ spreadsheet held on the Admin shared drive, along with the review/end date. Where review dates are due the FO/CSO will forward an email to the worker (one week prior to the review date). If the worker does not resubmit to panel then the FO/CSO will stop any payments as of the review date. Any regular payments for a young person with a bank account it may be appropriate for their weekly payment to be paid through Children Services Payments – these arrangements are to be discussed with Fostering Service to agree payment via Children Services Payment Procedures.

**Petty Cash and Safe Checks** – To top up the petty cash tin a request is made to Loomis and delivered directly. Once the cash is received it is checked and verified by the FO/CSO. The petty cash tin is checked and balanced by the FO/CSO against the balance in the cash in hand book. The petty cash tin is checked weekly by the FO/CSO or on handover to another member of the team. The petty cash tin is to be checked and balanced monthly by a Team Leader to verify the contents and signed in red in the cash in hand book to confirm it has been checked. The safe contents are to be updated by the FO/CSO as and when items are added/removed from the safe. The Team Leader is to check the safe contents on a monthly basis and sign and date in red as confirmation that contents are correct.