

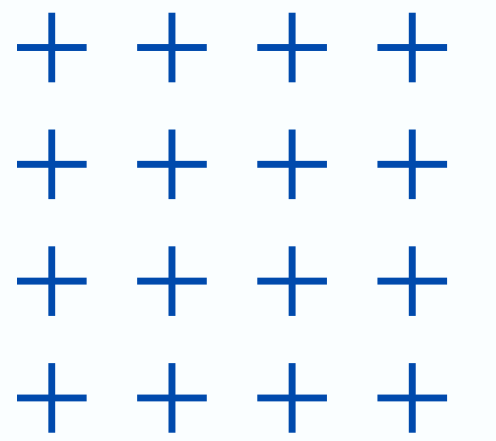
DIRECT PAYMENTS UNCOVERED

PART 7: FINANCIAL RECORD KEEPING

**PRESENTED BY:
WILTSHIRE CENTRE FOR
INDEPENDENT LIVING**

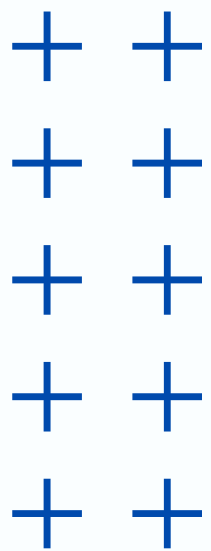


FINANCIAL RECORD KEEPING



The direct payment is setup, your employing and paying Personal Assistants and/or engaging the services of a care agency or self employed Personal Assistant and everything is running smoothly

In this session we will be looking at the records and documents that you need to keep as well as any financial information that needs to be submitted to Wiltshire Council



WHY FINANCIAL INFORMATION IS REQUIRED

Wiltshire Council is accountable for the public money it manages which includes money used to fund Direct Payments

It therefore needs to make conditions about how you manage a Direct Payment and what you use it for



RECORDS YOU NEED TO KEEP

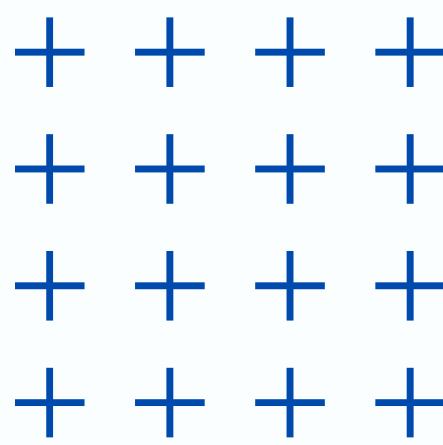
The Direct Payment recipient is legally responsible for the direct payment. You will need to keep up to date records, including:

- Bank statements
- Employee details
- Copies of invoices
- Copies of payslips and HMRC documents
- Receipts



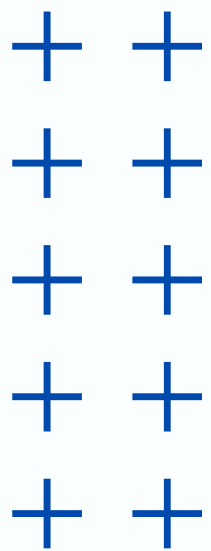
Keep all of the documents together in a folder so that they can be easily provided when needed

FINANCIAL INFORMATION



Adult Social Care:

The financial position of your Direct Payment account will be discussed with you and checked as part of your annual review/re-assessment under taken by your allocated worker from the council and you will be required to produce your direct payment bank account statements

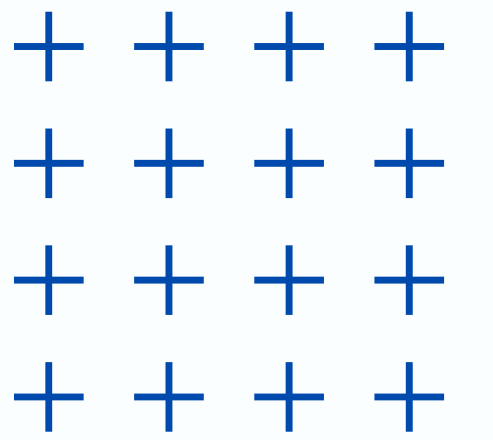


Children and Families:

Regular financial information needs to be given to Wiltshire Council.
Copies of the direct payment bank account and timesheets (if applicable) should be submitted as requested

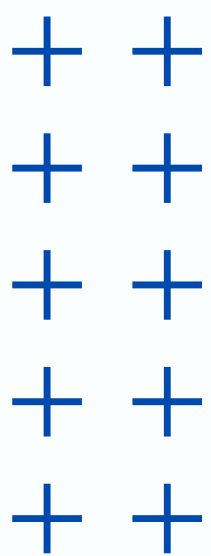
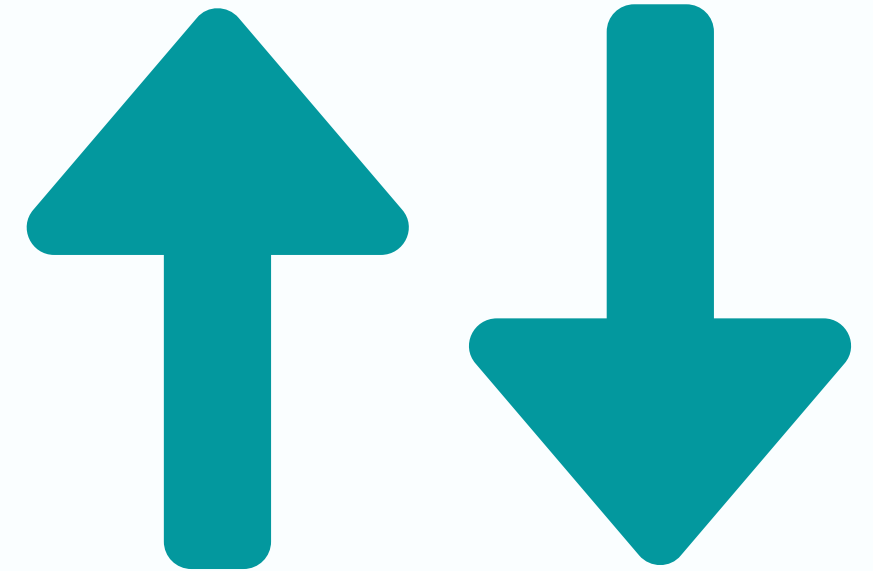


FINANCIAL MANAGEMENT OF DIRECT PAYMENT



If you are finding that there is either:

- A build up of unused Direct Payment funds in the bank account, or
- You are overspending on your account and you have insufficient funds to cover your liabilities



This would indicate that there may be a change in your care needs and the direct payment is not enabling you to meet your needs

In these circumstances it is strongly advised that you request a review of your care package from Wiltshire Council



www.wiltshirecil.org.uk

Contact the Direct Payment Support Team:

admin dp@wiltshirecil.org.uk

0300 1233 442 Option 1

