

## **5.17 PEOPLE SERVED PERSONAL FUNDS POLICY**

Whenever BACI employees manage or have access to the personal funds of people we serve, BACI expects and will hold the employees accountable to act in a responsible and honest manner (as per the Abuse Policy, BACI's Code of Ethics, and other applicable policies).

Before allowing employees access to the individuals' funds, BACI will:

- Obtain consent from the individual or family/network representative to allow BACI staff to manage their personal funds; and
- Ensure that staff are aware of and compliant with all applicable procedures managing the individuals' funds.
- Monthly review and reconciliation of personal funds will be completed by the Supervisor of the program or staff supported home and approved by the Manager responsible for the program or staff supported home.

### **Linking Policies**

- 1.8 Code of Ethics
- 1.11 Risk Management Policy
- 1.12 Corporate Responsibility Policy
- 3.11 Abuse & Neglect of Adults Policy
- 5.1 Financial Governance Policy
- 9.1 Rights & Responsibilities of People with Disabilities
- 9.5 Involvement in Decision Making