

AIB main LBC account

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This account is used as a float for our petty cash for residents, in case of a loss of card or pin number, or a need for cash. The float started with a £5,000 adhoc payment and the currently balance as of the 15th February 2022 is:

VAM – AIB main LBC account - £10,665.68

AIB – AIB main LBC account - £1,117.42

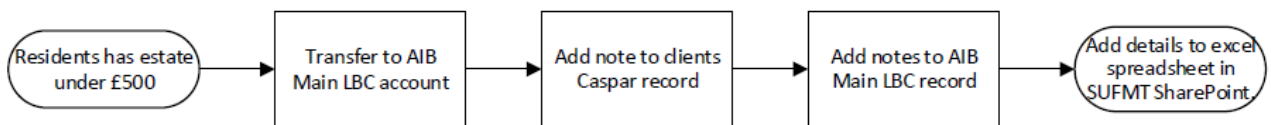
Deceased cases under £500

The Government Legal Department Bona Vacantia (formerly Treasury Solicitor's department) will not take any estates valued under £500.

After all efforts have been exhausted to identify and contact the next of kin of a deceased resident, any deceased estate valued under £500 will be transferred to the AIB main LBC account.

Notes will be included on the residents Caspar record, as well as in the AIB main Caspar record for an audit trail. Cases can then be closed for data protection purposes, but stored in case the next of kin does make a claim, this will then be paid via the AIB main LBC account.

A further excel spreadsheet will be stored in the SUFMT SharePoint file to record these estates.

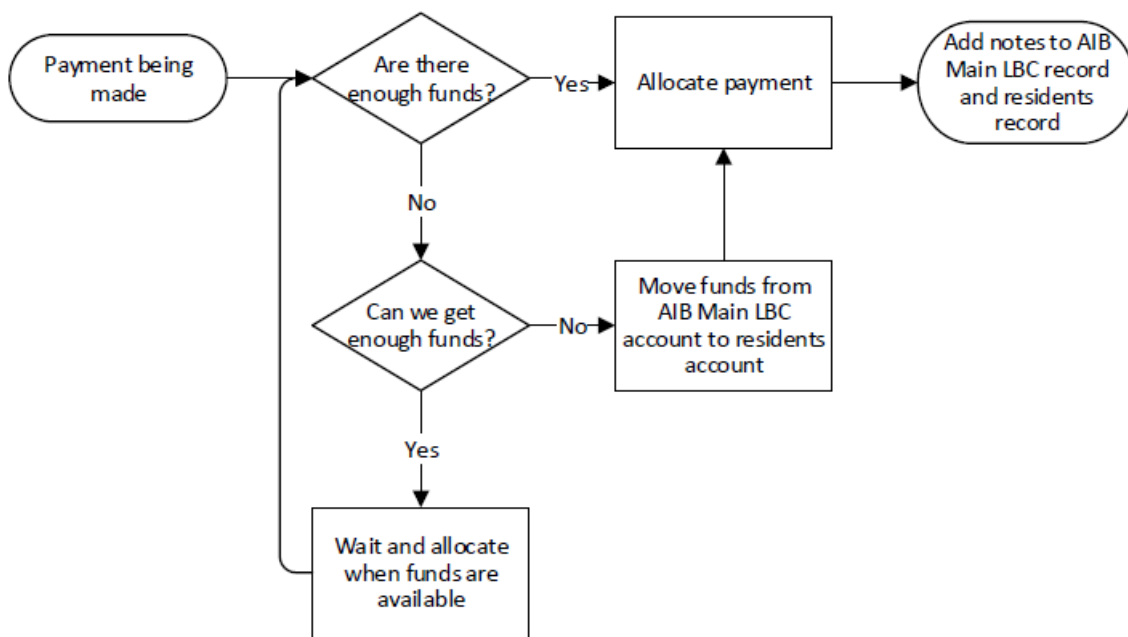
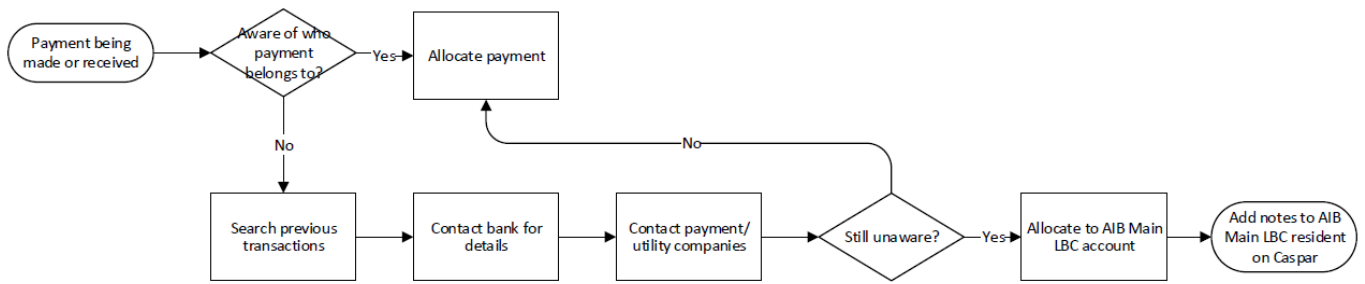


Exceptions

An unforeseen consequence of switching to the Virtual Account Management System (VAM), is that each resident does not have their own bank account number. This has meant that some transactions cannot be matched to a resident. Alternatively, if a resident does not have enough money in their account, the transaction will move to the exceptions as well.

Once all efforts have been exhausted to find out who a transaction belongs to, if this information cannot be found, the transaction will be allocated to the AIB main LBC account.

Notes will be included on the AIB main Caspar record for an audit trail. If the transaction is identified at a later date this will then be paid via the AIB main LBC account.



Signed off by	Date	Review
Andrew Bevington-Smith	04/03/2022	04/03/2023