

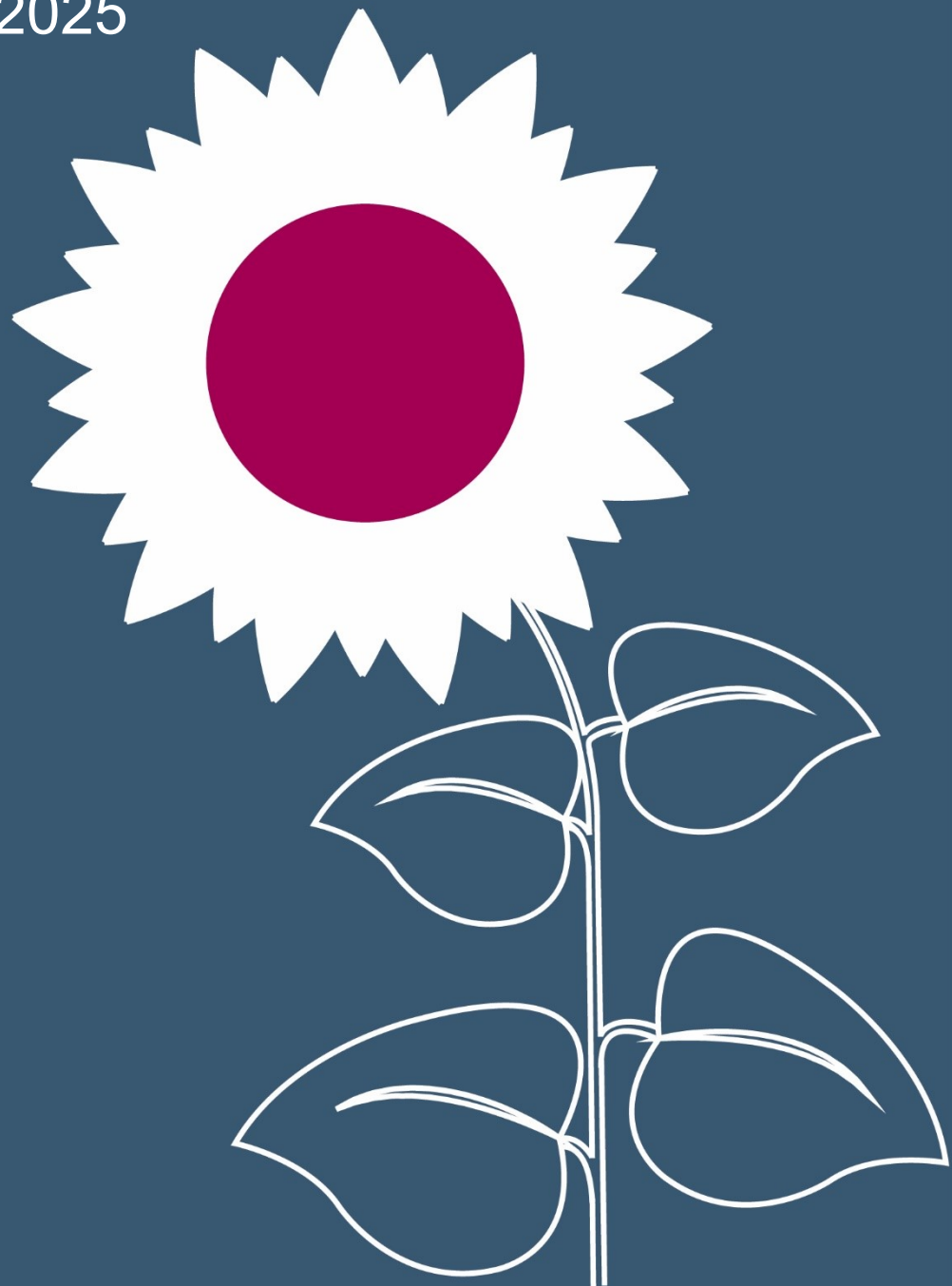


City of  
**Stoke-on-Trent**

# PETTY CASH AND YOUNG PEOPLE'S PERSONAL ALLOWANCES

Tri x 5\_4\_5 July 2024

Review July 2025



<b>INFORMATION SHEET</b>	
<b>Service area</b>	Children's Social Care
<b>Date effective from</b>	Dec 2013
<b>Responsible officer(s)</b>	Strategic Manager Children in Care
<b>Date of review(s)</b>	March 2021 July 2022 July 2023 July 2024
<b>Status:</b> <ul style="list-style-type: none"> <li>• <b>Mandatory (all named staff must adhere to guidance)</b></li> <li>• <b>Optional (procedures and practice can vary between teams)</b></li> </ul>	Mandatory
<b>Target audience</b>	Residential Staff
<b>Date of committee/SMT decision</b>	
<b>Related document(s)</b>	
<b>Superseded document(s)</b>	July 2023
<b>File reference</b>	5_4_5

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# 1 Purpose of the Policy

- 1.1 The purpose of this policy is to ensure that the all money stored in the home is managed correctly and that any money kept for and/or given to the young people is properly recorded and accounted for.

# 2 Petty Cash

- 2.1 At specified times the home will receive their petty cash budget on prescribed days. This is the petty cash float for that period (until it is renewed) and should be entered into the Petty Cash Book to show how much money is in the Petty Cash Tin. This should always be checked and balanced.
- 2.2 When not in use the petty cash is to be kept in the locked tin and the tin kept in the locked safe in the office (with the office being locked if staff are not in there). Petty cash should not be out if the office is unlocked and if young people are present
- 2.3 When you require money you should indicate in the Petty Cash Tin with a slip/note showing how much money you are taking; the reason and how much money is left in the tin. You should sign the slip/note.
- 2.4 On spending the money, always get a receipt, including a VAT receipt, for any purchases you make. If the name of the establishment is not printed on the receipt, it should be written on the reverse.
- 2.5 On returning to the house a dispersment slip should be completed indicating how much money has been spent and the general purpose of the spending. This voucher must be signed and dated, with all receipts stapled to the dispersment slip.
- 2.6 Any change should be returned to the tin and the note/slip removed. You should write in the Petty Cash Book how much has been spent and on what and how much is now left in the tin (balance). The tin should always be checked and balanced. Staff to sign the book.
- 2.7 The amount in the tin should be regularly checked (minimum of start and end of shifts) to ensure it corresponds with the amount recorded in the book, signed by each staff member.
- 2.8 A risk assessment should be in place with regards to handling, storing and managing money and valuables. This risk assessment should be reviewed in line with Council Policy.

### 3 Young People's Pocket Money and Incentive money

- 3.1 Young people receive a weekly amount of pocket money according to their age. Pocket money therefore increases as the young person gets older.
- 3.2 Pocket money can be paid out on a weekly or daily basis depending on the needs of the young person and the preferred method of payment. Dependent on age young people may be able to earn extra monies (to be agreed by the home's manager and within the guidelines), this should be tied in with an incentive scheme and split into daily sums depending on the young person's achievements throughout the day. This can be given as agreed/directed by the home's manager.
- 3.3 Children/young people should be encouraged and supported to open and maintain bank accounts and, if possible, their pocket money and other allowances should be paid into these accounts. The young people should be encouraged to manage their own finances through help with budgeting and banking and be given as much freedom as possible in making decisions about spending their own money or earnings.
- 3.4 If the young person wishes to save for a large item, residential child care workers are expected to monitor what the money is being spent on and to ensure it is age appropriate.
- 3.5 If there are concerns about the manner in which children/young people are spending their money or allowances, these concerns must be discussed with the child/young person and their social worker. If there is a serious risk arising from the young person's use of money, the arrangements for giving money in hand to the child/young person may have to be monitored and on restricted spending (where staff hold the money for the young person when out).
- 3.6 The giving of pocket money must be recorded and, preferably, signed for by the child/young person depending on the age and understanding of the child/young person.
- 3.7 Pocket money may not be withheld as a sanction; however this allowance is normally given at the weekend after the young person's room has been tidied (as an incentive to complete this task and staff may need to support the young person in doing this). Deductions from pocket money may not be made as a sanction except for reparation for damage or to pay fines determined by a Court. Such deductions or fines should not exceed more than two thirds of a child/young person's pocket money in any week and a record of these payments and any outstanding balances must be kept in the young person's file.

## 4 Personal needs Allowances

- 4.1 A personal needs allowance is paid on a weekly basis. The same arrangements for payment apply as for pocket money.
- 4.2 Receipts for all personal need's money spent will be required.
- 4.3 Young people should be given freedom and responsibility to budget for and spend their personal needs allowance depending on their age and level of understanding, preferably as part of a plan to prepare for their independence. Even if children/young people are not allowed to purchase items from their personal needs independently, they should be involved in decision making and exercise choice, through normal shopping arrangements.
- 4.4 Young people should choose their own clothes. However these items will need to be age appropriate and fit for purpose. The young person's carer's may go shopping with the young person depending on the young person's age and maturity.
- 4.5 Deductions from personal needs should not be made as a sanction or to pay for fines imposed by the Court.

## 5 Birthday and Festive Money

- 5.1 Young people will be given Birthday and Christmas monetary allowances appropriate to their age at the discretion of the Manager (within the appropriate current guidance at that time). Other festive celebrations should be discussed and agreed via care planning and are at the manager's discretion.

## 6 Activity Money

- 6.1 All young people will have access to recreational activities, independently if possible but also can be supported to do so with planning and carers' support.
- 6.2 If the young person's behaviour warrants that they miss a house activity (e.g. nonattendance of education that day), they will not be given, for their own use, any monies that would have been spent on them on that occasion.

## 7 Special Requests

- 7.1 If the young person requires additional money for a school holiday, or specialist or additional equipment or personal needs for an activity, the young person's carer's and the home manager will discuss the request and inform the young person of the outcome as soon as possible. This should be done with discussion with the young person's social worker also.

- 7.2 Carers are able to utilize bus passes if they are required to for the homes, should they need to support children to attend appointments, education or planned activities. These can be ordered through finance and need to be recorded and clearly stipulated when they have been used, who by, this is to allow for the recording and monitoring of the use of the bus passes and provides a clear audit trail. All bus passes will require manager agreement. Bus passes cannot be used by staff to get to or from work as this is staff responsibility. Bus passes also cannot be used for staff personal use if they are a non-driver, and personal costs other than what is stipulated to support children while on shift should be claimed back by the normal claims form process. Misuse of Bus passes could result in disciplinary action.
- 7.3 Carers are able to purchase food while they are on shift while on activities with children as part of a planned activity. This should be agreed by the manager or assistant manager of the home prior to the activity. The purchase of food if this is while out or take away should be a reasonable value and not excessive in cost. This should be sought from food budgets and not taken from children's activity money. There needs to be a clear record of spends, receipts are required and VAT receipts where possible on all occasions, this all has to be recorded and well evidenced for audit purposes. Staff who do not follow this process could be subject to disciplinary action.