

PERSONAL FUNDS MONTHLY CHECKLIST

If you have been identified on the ISP of an individual as being a paid provider responsible for helping a person manage their money, you are responsible for accurately accounting and safeguarding that individual's funds. To assist with this task, below is a checklist on how to account for a person's different types of personal funds on a monthly basis.

<input checked="" type="checkbox"/>	CHECKLIST FOR RECONCILING CHECKING/SAVINGS ACCOUNTS
	Monthly bank statement was received.
	Record all withdrawals and deposits made.
	Make sure that the individual's money is deposited within 5 calendar days.
	Balance the checkbook/saving registry with the bank statement monthly.
	Keep all receipts as required by the ISP.
	Balance the record monthly. Sign & date when done.

<input checked="" type="checkbox"/>	CHECKLIST FOR MONTHLY MAINTENANCE OF CASH
	Create a monthly record for all cash.
	The record should include the individual's name and month/year.
	Beginning balance for the start of the month is recorded.
	Ending balance at the end of the month is recorded.
	Any deposits or withdrawals should be recorded with date and amount.
	Signature of the person depositing the money or withdrawing the money.
	The individual should sign a receipt for cash they receive if possible and receipts kept for what was spent as required by the ISP.
	Balance the record monthly. Sign & date when done.

CHECKLIST FOR MONTHLY MAINTENANCE OF A LOADABLE DEBIT CARD, EBT/FOOD STAMPS, GIFT CARD, OR STORE CASH	Loadable Debit Card Ledger	EBT/Food Stamp Ledger	Gift Card Ledger	Store Cash (ex. Kohl's Cash, etc.)
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Keep a separate record for each type.				
The record should include the individual's name and month/year.				
Beginning balance for the start of the month is recorded.				
Ending balance for the end of the month is recorded.				
Record the date and the amount each time the card/store cash is used and when money is added.				
There should be a signature of the person depositing money or using the card.				
Receipts should be kept according to ISP.				
Balance the record monthly. Sign & date when done.				