

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Cottonwood Industries

POLICY NO: 20-014

SUBJECT: Cottonwood Industries Consumer Spending Money

EFFECTIVE DATE: September 2002

Policy:

Any money that a consumer has in Cottonwood Industries is the property of that consumer and cannot be used or borrowed by any other person. A record of all transactions will be maintained by the appropriate Cottonwood Industries staff for consumers who need assistance with money management.

Procedures:

1. All consumer money requests shall be approved by the appropriate Cottonwood Industries Coordinator. The request will be made to the Residential Coordinator via an e-mail. When cash is exchanged, a receipt book will be used whereby the receipt will be given to the Residential staff fulfilling the request and a duplicate record will remain in the book which is kept in the Coordinator's office. It is the practice of Cottonwood Industries not to accept checks.
2. Money that is not kept by the consumer will be kept separately and will be stored in a locked cabinet when not in use.
3. All transactions will be recorded onto a Monthly Financial Review form. The Financial Reviews will be kept by the Cottonwood Industries Coordinators for a period of three years.
4. All staff are required to balance the lock boxes at the time of the transaction. Results and initials must be documented on the Financial Review Form. The Cottonwood Industries Coordinator will review this form and initial at least monthly. All discrepancies must be reported to the appropriate Cottonwood Industries Coordinator or Cottonwood Industries Director.
5. No money will be lent to another consumer or staff member.
6. Money that is lost or stolen due to staff negligence may be required to be reimbursed by the staff responsible. Negligence shall be determined by the Cottonwood Industries Director. This is subject to appeal as per Policy No. 05-015. Large or recurring errors will result in disciplinary action.
7. Alleged incidents of financial exploitation of consumers will be reported to the Department of Children & Families' Adult Protective Services per Cottonwood, Inc. Policy No. 05-036 "Protection from Abuse Neglect/Exploitation" with reports made to Law Enforcement if necessary.