

DIRECT PAYMENT - FINANCIAL MONITORING

FORM - QUARTER 1/2/3/4 (select)

NAME AND ADDRESS OF PERSON IN RECEIPT OF DIRECT PAYMENT				
Please tick this box if your require your originals Back	A	B	C	D

WEEK COMMENCING	PAYMENTS IN	PAYMENTS OUT	REFERENCE	DESCRIPTION OF ALL INCOME AND EXPENDITURE

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SUMMARY	
Bank balance at the start of the Quarter	
Total Payments into the bank account	
Total Payments out of the bank account	
Bank balance at the end of the Quarter	
Payments made but not yet shown	

I confirm that the information given above is an accurate record of my Direct Payment expenditure and that it has been spent in accordance with the outcomes that have been agreed.

_____ *(Signature)* _____ *(Date)*

How do I complete the Monitoring Form?

Your Financial Monitoring form needs to show each payment that has been made into and out of your Direct Payment bank account.

You need to provide evidence of how your Direct Payment has been used to help you achieve your agreed outcomes. Along with your completed Monitoring Form, you should submit:

- ✓ Your monthly bank statements
- ✓ Receipts showing how money has been spent
- ✓ Payroll summaries and invoices from providers or staff (if appropriate)

The instructions on the right tell you how to complete your form.

If you have any problems, you can contact either your Lead Professional or Admin Assistant on (01463) 704978.

Send your completed form

Electronically to:

High-UHB.SelfDirectedSupportHighland@nhs.scot

By post to:

Self Directed Support,
Review Team, Assynt House
Beachwood Park,
Inverness,
IV2 3BW

Instructions for completing Direct Payment Monitoring Form

1. Ensure you have selected the appropriate Quarter number at the top of the Monitoring Form.
2. Put your name and address in the first line of the Monitoring Form.
3. Collect together the bank statements and receipts that cover the date range which is being monitored.
4. Sort the bank statements and receipts into date order to make things easier to find.
5. Write the details of each transaction shown. If the transaction is a single payment:
 - Find the receipt that corresponds to the payment
 - Write the number of the personal goal on the sheet in the '**Outcome**' column
6. Fill in the '**Summary**' showing the Balance at the start and end of the Quarter and the total payments that have been made into and out of the account.
7. If you have made payments which are not yet shown on the bank statement, note the total of these in the '**Payments made but not yet shown**' section.
8. There is no provision for cash withdrawals.
9. Please note that if the balance at the end of the Quarter exceeds 4 x weekly payments, the excess will be normally be reclaimed. If it has been agreed that this money can be being kept, please tell us when you submit your form.
10. Sign and date your completed Form. Send it to us electronically or print it off, complete in ink, and send it to us by mail along with receipts, invoices or payroll summaries. Addresses are on the left hand side of this page.
11. If you have any queries, please contact (01463) 704978.