

#### **4004-G DISBURSING MEMBER FUNDS**

REVISION DATE: 09/30/2020, 8/30/2013

EFFECTIVE DATE: January 15, 1996

- A. All disbursements will be by pre-numbered checks.
- B. All disbursements, except by authority of the Support Coordination District Program Manager/Lieutenant Program Manager (DPM/LPM), must be authorized in the Individual Spending Plan.
- C. All disbursements require the following:
  - 1. Disbursements shall be documented by written requests for funds.
  - 2. Any request over \$500 must be approved by the Support Coordination Supervisor or a designee of equal to or higher ranking.
  - 3. Documentation of the amount of each ongoing deduction for any billings including but not limited to residential.
  - 4. Excess funds are not to be used for non-approved purchases. If disbursed funds exceed the cost of the approved purchase, these excess funds shall be returned to the member's account with a reconciliation statement accounting for purchases.

The person processing an expenditure cannot be the payee of the check. Nor will the person maintaining accounting records or preparing checks also sign the checks.
- D. All pre-numbered checks will be accounted for monthly in the following categories to aid in the bank reconciliation process:
  - 1. Paid by bank (cancelled)
  - 2. Void
  - 3. Outstanding
  - 4. Suspense File: Cash or checks in the hands of third parties for the purchase of goods and services for members will be signed for and a suspense file established pending paid receipts. Suspense files will be cleared within thirty days after full payment for goods and services.
- E. It is the policy of the Social Security Administration that individuals shall be provided at least \$30 monthly for their personal needs.
  - 1. Member personal spending paid directly to the member does not require receipts.
  - 2. However, any personal spending money not paid directly to the member requires supporting documentation verifying the use of these funds. Those entities required to account for members funds will maintain a log of all

expenditures for each member.

- F. All non-personal spending money disbursed from the member's account for any good(s) or service(s) will be verified within 30 days, by an itemized receipt. The receipt must show:
  - 1. The merchant name(s)
  - 2. Receipt Date
  - 3. Receipt amount
  - 4. A description of the item(s) purchased, or services delivered.
- G. Until the properly supported receipt form is submitted, no further requests for that vendor or individual will be processed unless specifically approved by the Support Coordination District Program Administrator or Manager or designee.
- H. It is permissible for a request to designate that several disbursements be made in the name of a member over a period. Examples include monthly personal allowances or rent subsidy. Such requests remain in effect until the Support Coordinator submits paperwork to change or cancel the request.
- I. A disbursement request charging a member's account will not be honored unless that account has sufficient funds to pay the entire amount requested. The requesting party will be so notified, and a modified request can be submitted.
- J. All requests will be processed by the payment deadline set by the district business office or designated member fund system personnel.