

Service User's Record of Financial Transactions

DC-050

Please ensure that receipts are obtained for all purchases and other financial transactions carried out on behalf of the Service User.

Name of Service User:

File No:

Address:

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1. Cash received from Service User

DATE	CASH RECEIVED FROM SERVICE USER	HOME CARER'S SIGNATURE	SERVICE USER'S SIGNATURE	DATE
	£			

2. Cash spent on behalf of Service User

SHOPPING	BILL PAYMENTS	OTHER EXPENDITURE	TOTAL AMOUNT SPENT
£	£	£	£

3. Balance remaining

CASH RECEIVED FROM SERVICE USER	CASH FROM POST OFFICE	CASH FROM BANK	CASH FROM BUILDING SOCIETY	TOTAL CASH RECEIVED
£	£	£	£	£

Total cash received from Service User £

Less total amount spent £

Balance to Services User £

This Record of Financial Transactions form should be produced in a book. The Top copy to be given to the Service User and a copy retained in this book. All receipts and financial transaction records should be retained in a plastic wallet in the Services User's Information Folder.

NB This form is only an example of what you may wish to use for Services User's financial transactions. You should seek the advice of your accountant before implementing the form and amend accordingly.

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