



Policy and Procedure # 502

Residential Trust Fund Administration

Approval: _____ Effective Date: _____

POLICY:

The goals of the Trust Fund Administration are to manage client funds in the client's best interest, to provide for the needs and wishes of each client within their budgets.

PROCEDURE:

1. The Administrator should strive to keep each client's trust balance at or about \$250 as general rule. This allows the client an emergency fund to cover vacations, SSI nonpayment, family illness, funerals, and other planned or unplanned expenses.
2. If a client has less than \$500 in their trust account or wants to make a purchase of \$100 or more, the purchase must be approved by the Director of Residential Services, the CFO or the CEO.
3. It is illegal to cover one client's negative balance with another client's funds.
4. Expense data will be provided by the Finance department for Guardian/Agency reports upon request.