**West Sussex – Practice Guidance**

IROs are qualified social workers with at least five years’ experience, and who have acquired the right skills to carry out this role.

**Petty Cash and Finance**

*Please see Practice Guidance on ‘Clothing, Pocket Money and Allowances’*

* All WSCC children’s home have a pre-agreed petty cash float available in the service to ensure access to essential purchases, services or activities that may not accept payment via a ‘Purchasing card (P card).’
* Where possible, staff who are authorised are encouraged to use a ‘P Card’ unless there are reasons why this cannot be used (i.e. public transport) and to complete the required reconciliation processes within agreed timescales.
* The Registered manager or delegated staff member must ensure there is sufficient funds available in the petty cash tin to meet the likely demand for the week, and ensure it is replenished regularly in line with financial procedures.
* All requests for petty cash must be authorised by the shift leader or senior person on shift, and where possible, larger amounts must be requested with sufficient advance notice.
* Staff must sign to confirm they have received the amount documented and provide a summary of why the funds are required.
* Staff must ensure they collate all receipts and evidence of expenditure and return these to the home along with any unspent monies.
* Staff must ensure that petty cash is used in a responsible, appropriate and auditable way and only for purchasing approved items or paying for valid costs as approved by the Registered Manager.
* If any financial discrepancies are identified when reconciling the petty cash in a home, the finance officer will raise these with the Registered Manager who will be required to investigate the situation in more detail, until a satisfactory resolution is identified.
* Any staff found to be misusing petty cash will be subject to disciplinary procedures.
* Shift leaders must ensure that the petty cash float balances and sign to this effect at the end of each shift and that any issues are raised with the Registered Manager as soon as possible.

**Money belonging to children**

* Staff must ensure that any money belonging to children is stored independently from the home’s petty cash and logged on a separate expenditure sheet.
* Petty cash should not be used to supplement the child’s expenditure unless this is approved by the Registered Manager.
* Any monies withheld from the child for sanction purposes must be stored securely and fully accounted for with their other funds and kept entirely separate from the home’s petty cash.

**Links to related documents:**

 Clothing, Pocket Money and Allowances