Responsibilities and Money Management

If you take on the responsibility of Direct Payments or have a mixed package of support, you will be required to:

- Keep financial records.
- A re-adjustment would be made to any funding allocation which has not been spent on your child or the young person’s care by the end of the financial year. This will be decided on an individual basis dependant on the reasons for underspend.
- You will need to keep a record of all the payments in and out of your child’s Personal Budget account, as well as:
  - Receipts
  - Payslips
  - Invoices
  - Timesheets for your Personal Assistant

- We will ask to see the records at any review or audit of your account. After our first visit, we will normally make contact with you after three months to check that you are:
  - Managing your child’s support and addressing any issues
  - Spending the money correctly and keeping the records to show this, after this we would normally ask to see your records annually